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DEPARTMENT of LABOUR and INDUSTRY

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ANNUAL REPORT

1974-75

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VICTORIA

DEPARTMENT OF LABOUR AND INDUSTRY

REPORT

FOR THE

YEAR ENDED 31ST DECEMBER, 1974

PRESENTED TO BOTH HOUSES OF PARLIAMENT PURSUANT TO THE PROVISIONS OF SECTION 17
OF THE LABOUR AND INDUSTRY ACT 1958.

[*Approximate Cost of Report.*—Preparation, not given. Printing (200 copies), \$2,500.00]

By Authority:

C. H. RIXON, GOVERNMENT PRINTER, MELBOURNE.

No. 50-220/75.—PRICE 70 cents

Department of Labour and Industry,
110 Exhibition Street,
Melbourne, Vic. 3000.
20th March, 1975.

*The Honorable J. A. Rafferty, M.P.
Minister of Labour and Industry.*

Sir,

In accordance with the provisions of Section 17 of the *Labour and Industry Act 1958*, I have the honour to submit the following report on the activities of the Department of Labour and Industry for the year ended 31st December, 1974.

M. S. JEANS,
Secretary for Labour and Industry.

STATE OF VICTORIA

DEPARTMENT OF LABOUR AND INDUSTRY
(AND MINISTRY OF CONSUMER AFFAIRS)

ORGANIZATION CHART AS AT 31ST DECEMBER, 1974

MINISTER OF LABOUR AND INDUSTRY AND MINISTER OF CONSUMER AFFAIRS

(The Hon. J. A. Rafferty, B.A., M.P.)

<p>SECRETARY FOR LABOUR AND INDUSTRY</p> <p>(M. S. Jeans, B. Com., Dip. Pub. Admin.)</p>	<p>INDUSTRIAL SAFETY ADVISORY COUNCIL</p> <p>(Chairman : J. S. Barwick)</p>	<p>APPRENTICESHIP COMMISSION</p> <p>(President : A. D. Pead, C. Eng.)</p>	<p>CONSTITUTIONAL AIRS COLLECTIVE</p> <p>(Chairman : Brig. J. D. Purcell Retd.)</p>	<p>SMALL CLAIMS TRIBUNAL</p> <p>(Referee : M. Walsh L.L.B.)</p>
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OFFICE OF INDUSTRIAL RELATIONS CO-ORDINATION (Public Employing Authorities)	DEPUTY SECRETARY (P. F. Prior, A.A.S.A.)	P.U. (Aust., F.I.R.C.) MINISTRY OF CONSUMER AFFAIRS Director
---	--	---

ASSISTANT SECRETARY

(K. W. McDermott, B. Com.)

Director

Constitutive

[REGISTRY OF
CLASSES OF
ARTICLES]

(C. N. Goselke, O.B.I., A.A.S. A.
A.C.I.S. A.F.A.M., I.P.)

(A. Lachowicz, B. Com., B.A.)

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graph TD
    SBE[State Board of Education] --> AD[Administration]
    SBE --> APP[Apprenticeship]
    SBE --> TTS[Technical Services]
    SBE --> IFS[Inspectors of Factories and Shops]
    APP --> SA[Secretary Apprenticeship Comm]
    APP --> AS[Assistant Secretary]
    TTS --> CIE[Chief Engineer]
    TTS --> DRS[Dir. of Schools]
    IFS --> CIFS[Chief Inspector of Factories and Shops]
    IFS --> OIFS[Officer of Factories and Shops]
    AD --> EO[Executive Officer]
    AD --> EA[Executive Assistant]
  
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Assistant Chief Inspector of Factories and Ships
Assistant Secretary
ON 4. (Budgeted, A.A. 30, 212)

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graph TD
    IO[Industrial Officer] --> FS[Factory Standards]
    IO --> IIS[Industrial Inspection]
    IO --> BIV[Bonfires and Pressuri Vessels]
    IO --> LIT[Litis and Crants]
    IO --> TCS[Trade Committee Subsidiary]
    IO --> GAA[General Accounts]
    IO --> EDO[Revenue Sections]
    FS --> SIS[Safety Inspection]
    IIS --> SAL[Sally Promotion]
    BIV --> CHI[Chief Inspector]
    LIT --> CHI
    TCS --> CHI
    GAA --> CHI
    EDO --> CHI
    CHI --> SIS
    CHI --> SAL
    CHI --> EDO
    CHI --> GAA
    CHI --> TCS
    CHI --> LIT
    CHI --> BIV
    CHI --> IIS
    CHI --> FS
    CHI --> IO
  
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The organizational chart of the Industrial Department is as follows:

- Industrial Officer** oversees:
 - Factory Standards** (Factory Standards)
 - Industrial Inspection** (Industrial Inspection)
 - Bonfires and Pressuri Vessels** (Bonfires and Pressuri Vessels Inspection)
 - Litis and Crants** (Litis and Crants Inspection)
 - Trade Committee Subsidiary** (Trade Committee Subsidiary)
 - General Accounts** (General Accounts)
 - Revenue Sections** (Revenue Sections)
- Chief Inspector** oversees:
 - Safety Inspection** (Safety Inspection)
 - Sally Promotion** (Sally Promotion)
 - Industrial Inspection** (Industrial Inspection)
 - Bonfires and Pressuri Vessels** (Bonfires and Pressuri Vessels Inspection)
 - Litis and Crants** (Litis and Crants Inspection)
 - Trade Committee Subsidiary** (Trade Committee Subsidiary)
 - General Accounts** (General Accounts)
 - Revenue Sections** (Revenue Sections)

SECTION	SECTION
Senior Inspector (Industrial)	Senior Inspector (Safety Promotion)
ADMINISTRATIVE	TRADING
Cranes	Cranes
Boilers and Pressure Vessels	Boilers and Pressure Vessels
Supervisors	Supervisors
INDUSTRIAL Sub-Section	INDUSTRIAL Sub-Section
Senior Industrial Supervisors	Senior Industrial Supervisors
Quality Control Officer	Quality Control Officer

Administration Officer (Trading and General)		Administration Section	
		INSPECTION Section	SCAFFOLDING INSPECTORATE
Senior Inspector		Supervisor of Scaffolding Inspection	
Administration Officer (Trading and General)		SCHOOLING Sub-Section	
Senior Clerk		SCHOOLING Section	

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graph TD
    Commissioner[Commissioner] -.-> Country[Country]
    Commissioner -.-> Supervisor[Supervisors]
    Commissioner -.-> Officer[Officer]
    Country -.-> SubCommissioner[Sub-Commissioner]
    Supervisor -.-> SubCommissioner
    Officer -.-> SubCommissioner
    SubCommissioner -.-> NorthWest[North-West]
    SubCommissioner -.-> NorthEast[North-East]
    SubCommissioner -.-> South[South]
    SubCommissioner -.-> SouthEast[South-East]
    SubCommissioner -.-> East[East]
    SubCommissioner -.-> SouthWest[South-West]
    NorthWest -.-> SubSubCommissioner1[Sub-Sub-Commissioner 1]
    NorthWest -.-> SubSubCommissioner2[Sub-Sub-Commissioner 2]
    South -.-> SubSubCommissioner3[Sub-Sub-Commissioner 3]
    South -.-> SubSubCommissioner4[Sub-Sub-Commissioner 4]
    SouthEast -.-> SubSubCommissioner5[Sub-Sub-Commissioner 5]
    SouthEast -.-> SubSubCommissioner6[Sub-Sub-Commissioner 6]
    East -.-> SubSubCommissioner7[Sub-Sub-Commissioner 7]
    SouthWest -.-> SubSubCommissioner8[Sub-Sub-Commissioner 8]
  
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CONTENTS

REPORT

ON ANNUAL REPORTS GENERALLY

Section 17 of the *Labour and Industry Act* 1958, as amended, requires the preparation of an "annual report" as follows :—

- “ 17. (1) The Secretary shall prepare an annual report for the Minister.
- (2) Such report—
 - (a) shall be of a general and comprehensive character ;
 - (b) shall not refer by name to any particular occupier of premises or be so framed as to readily admit of the identification of any such occupier ;
 - (c) shall show as nearly as possible the whole numbers of persons engaged in working in factories and shops in Victoria, together with such particulars of a general nature as the Minister requires.
- (3) The Minister may before presenting the annual report to Parliament publish any general statistical information contained in the report or supply any such information to any person.”

The origins of this provision are to be found in the first Victorian Statute dealing comprehensively with conditions of work—the *Factories and Shops Act* 1890, Section 16 of which reads as follows :

“ 16. The chief inspector shall prepare an annual report for the Minister. Such report shall be of a general and comprehensive character for the purpose of informing Parliament of the course and conditions of national trade and shall not refer by name to any particular occupier of a factory or workroom or be so framed as to readily admit of the identification of any such occupier and shall show as nearly as possible the whole number of persons engaged in working in factories or workrooms in Victoria, classifying them according to their sex age and average weekly earnings whether in wages or by piecework or both in wages and by piecework in each branch their hours of labour the percentage of work done in the factories or workrooms and the percentage of work done outside thereof, together with such other particulars of the same general nature as the Minister may require.”

One is led to speculate on the reasons why the Parliament in 1890 thought it necessary to require the submission of an annual report, and why the Parliament today still thinks it necessary, because these reasons should determine the nature of the reports that are prepared.

It appears reasonably clear that Parliament in 1890 (before federation) wanted factual information, particularly about “ the course and conditions of national trade ” and about the workforce and conditions of work. Accordingly, the early reports contained a great amount of detailed, factual information—which today would be readily available from other sources.

What purpose, then, may annual reports submitted to Parliament serve today ? Several may be mentioned, namely :—

1. To enable Parliament to debate the administration of the Act (but how seldom is this done).
2. To provide a means by which Ministers and statutory office-holders may report on their exercise of the discretionary powers which Parliament has vested in them.
3. Simply to inform Parliament, and the community at large, about what has happened each year.
4. To provide an historical record of legislative and administrative action.
5. To publicise the work of Ministers and departments.
6. To enable the Permanent Head of the Department to publish suggestions for improvement of legislation and administration.

Each of these could be valid, although not all to the same extent. With respect to the last mentioned, for example, a Permanent Head's advice to his Minister would normally be confidential—it would be for the Minister to decide whether or not to publish it.

Another issue concerns the format and style of the report. If one sticks to the sober, unillustrated style of the traditional Parliamentary Paper, one may be criticised for lack of imagination, dullness, etc.; but if one goes too far the other way, one may rightly be criticised for over-elaboration, needless expense, etc. Inevitably, it comes back to the question of what purpose or purposes each annual report is supposed to serve.

ON THIS REPORT

Section 17 of the *Labour and Industry Act* 1958 requires the Secretary to the Department "to prepare an annual report". Section 11 provides that the Secretary shall "subject to the Minister have the responsibility of administering all the Acts and enactments administered in the Department". Section 22 of the *Public Service Act* 1974 provides that the Permanent Head of a Department "shall be responsible for its general working and for the transaction of the business thereof and shall advise the Minister administering the Department in all matters relating to the department". Under the same section, the Secretary for Labour and Industry is declared to be the permanent head of the Department of Labour and Industry and also of the Ministry of Consumer Affairs.

This report, then, is on the general working of the Department of Labour and Industry and the Ministry of Consumer Affairs for the calendar year 1974. The Acts administered in the Department of Labour and Industry at 31st December, 1974 were the following :—

Apprenticeship Act 1958
Boilers and Pressure Vessels Act 1970
Bread Industry Act 1959
Disposal of Uncollected Goods Act 1961
Employers and Employees Act 1958
Industrial Safety Advisory Council Act 1960
Labour and Industry Act 1958
Lifts and Cranes Act 1967
Scaffolding Act 1971.

The Acts administered in the Ministry of Consumer Affairs at 31st December, 1974 were the following :—

Ministry of Consumer Affairs Act 1973
Consumer Affairs Act 1972
Small Claims Tribunals Act 1973.

The annual reports of the Apprenticeship Commission and the Consumer Affairs Council for the year ended 30th June, 1974 have already been submitted to the Minister and presented by him to Parliament in accordance with the requirements of the *Apprenticeship Act* 1958 and the *Consumer Affairs Act* 1972 respectively.

The Ministry of *Consumer Affairs Act* 1973 now requires the Director of Consumer Affairs to submit to the Minister for presentation to Parliament a report on the working of that Act for each year ending 30th June. It will not henceforth be necessary or appropriate, therefore, for the Secretary for Labour and Industry to include consumer affairs in his annual report.

LEGISLATION

During the year, the following Acts affecting the Department's administration were passed by Parliament :—

Bread Industry (Amendment) Act 1974 (No. 8542) (which has been proclaimed to come into operation on 15th January, 1975) amends the *Bread Industry Act* 1959, by removing from it references to bread standards, which will be regulated in future by the Food and Drug Standards Regulations made under the *Health Act* 1958.

Consumer Protection (Unordered Goods and Services Amendment) Act 1974 (No. 8540) which came into operation on 30th April, 1974.

This Act amended Section 26 of the *Consumer Protection Act* 1972 in relation to assertions of rights to payments for business directory entries or prescribed services ; it will now be necessary only to prove that a prescribed document has been received by the complainant.

Consumer Affairs Act 1974 (No. 8630) (which has been proclaimed to come into operation on 1st January, 1975) alters the name of the Consumer Protection Bureau to that of Consumer Affairs Bureau. The Act also deals with bait advertising, pyramid selling, referral selling, and various other matters.

Labour and Industry (Art and Handicraft Galleries) Act 1974 (No. 8536) which came into operation on 23rd April, 1974, amends the *Labour and Industry Act 1958*, by adding "Art and handicraft galleries" to the list of classes of shops contained in the Fifth Schedule to the Act, which are not subject to restriction of trading hours.

Labour and Industry (Amendment) Act 1974 (No. 8618) which came into operation on 10th December, 1974, amends the *Labour and Industry Act 1958* by adding "Shops selling caravans, other trailers and boats and accessories" to the list of classes of shops contained in the Fifth Schedule to the Act.

The Act also removed provisions relating to the prohibition of work at certain times in factories in which clothing, knitted goods, footwear or furniture is made.

Small Claims Tribunals (Amendment) Act 1974 (No. 8633) which has been proclaimed to come into operation on 1st January, 1975, except for Section 5 which will operate from 1st February, 1975. This Act amends the *Small Claims Tribunals Act 1973* by improving the functioning of the Tribunals, especially as to their procedures and jurisdiction. A more detailed account of these legislative measures will be found in the appropriate parts of this report.

A question that now appears to merit consideration is whether a comprehensive review of the Labour and Industry Act now ought to be undertaken, the last complete legislative revision having been completed in 1953.

The following Statutory Rules and Orders in Council were made during the year:—

STATUTORY RULES

Act.	Date.	Reference.	Title.
<i>Labour and Industry Act 1958</i> ..	23.4.74	S.R. 127/1974 ..	Labour and Industry (Timber Industry Safety) Regulations 1974
<i>Labour and Industry Act 1958</i> ..	21.5.74	S.R. 203/1974 ..	Metric Conversion (Labour and Industry Act) Regulations 1974
<i>Labour and Industry Act 1958</i> ..	16.7.74	S.R. 340/1974 ..	Labour and Industry Foundries (Amendment) Regulations 1974
<i>Labour and Industry Act 1958</i> ..	10.12.74	S.R. 506/1974 ..	Labour and Industry (Nitro Cellulose) (Metric Conversion) Regulations 1974
<i>Labour and Industry Act 1958</i> ..	10.12.74	S.R. 508/1974 ..	Labour and Industry (Foundries) (Metric Conversion) Regulations 1974
<i>Labour and Industry Act 1958</i> ..	10.12.74	S.R. 509/1974 ..	Labour and Industry (Explosive-Powered Tools) (Metric Conversion) Regulations 1974
<i>Labour and Industry Act 1958</i> ..	10.12.74	S.R. 507/1974 ..	Labour and Industry (Lead Processes) (Metric Conversion) Regulations 1974
<i>Labour and Industry Act 1958</i> ..	10.12.74	S.R. 505/1974 ..	Labour and Industry (Fruit Ripening) (Metric Conversion) Regulations 1974
<i>Boilers and Pressure Vessels Act 1970</i>	21.5.74	S.R. 175/1974 ..	Metric Conversion (Boilers and Pressure Vessels Act) Regulations 1974
<i>Boilers and Pressure Vessels Act 1970</i>	16.7.74	S.R. 341/1974 ..	Boilers and Pressure Vessels (Unattended Boilers) (Amendment) Regulations 1974
<i>Boilers and Pressure Vessels Act 1970</i>	21.8.74	S.R. 393/1974 ..	Boilers and Pressure Vessels (Steam Engine Drivers and Boiler Attendants) (Amendment) Regulations 1974
<i>Boilers and Pressure Vessels Act 1970</i>	21.8.74	S.R. 394/1974 ..	Boilers and Pressure Vessels (Welders) (Amendment) Regulations 1974
<i>Boilers and Pressure Vessels Act 1970</i>	27.8.74	S.R. 406/1974 ..	Boilers and Pressure Vessels (Design Survey Fees) (Amendment) Regulations 1974
<i>Boilers and Pressure Vessels Act 1970</i>	17.12.74	S.R. 16/1975 ..	Boilers and Pressure Vessels (General) Regulations 1974
<i>Consumer Protection Act 1972</i> ..	5.6.74	S.R. 276/1974 ..	Consumer Protection (Trade Descriptions) Regulations 1974
<i>Consumer Protection Act 1972</i> ..	26.11.74	S.R. 490/1974 ..	Consumer Protection (Trade Descriptions) (Amendment) Regulations 1974
<i>Lifts and Cranes Act 1967</i> ..	21.5.74	S.R. 176/1974 ..	Metric Conversion (Lifts and Cranes Act) Regulations 1974
<i>Lifts and Cranes Act 1967</i> ..	21.8.74	S.R. 395/1974 ..	Lifts and Cranes (Certification of Operators) (Amendment) Regulations 1974
<i>Lifts and Cranes Act 1967</i> ..	19.11.74	S.R. 486/1974 ..	Lifts (Inspection Fees) Regulations 1974
<i>Scaffolding Act 1971</i> ..	21.5.74	S.R. 177/1974 ..	Metric Conversion (Scaffolding Act) Regulations 1974
<i>Scaffolding Act 1971</i> ..	16.7.74	S.R. 338/1974 ..	Scaffolding (Certification of Scaffolding Inspectors) Regulations 1974
<i>Scaffolding Act 1971</i> ..	16.7.74	S.R. 339/1974 ..	Scaffolding (Certification of Scaffolders) Regulations 1974
<i>Scaffolding Act 1971</i> ..	16.7.74	S.R. 364/1974 ..	Scaffolding Regulations 1974
<i>Scaffolding Act 1971</i> ..	26.11.74	S.R. 492/1974 ..	Scaffolding (Amendment) Regulations 1974
<i>Small Claims Tribunals Act 1973</i> ..	22.1.74	S.R. 30/1974 ..	Small Claims Tribunals Regulations 1974

ORDERS IN COUNCIL

Act.	Date.	Subject or Title.
Orders in Council		
<i>Boilers and Pressure Vessels Act 1970</i>	12.11.74	Order of Exemption under Section 9
<i>Labour and Industry Act 1958</i>	11.12.73	Appointment to Panel of Chairmen of Wages Boards
<i>Labour and Industry Act 1958</i>	18.12.73	Hospital Administrative Officers Board—Number of Members Increased
<i>Labour and Industry Act 1958</i>	19.3.74	Appointment of a Clerks (Credit Societies) Wages Board and Variation of the Powers of the Commercial Clerks Board
<i>Labour and Industry Act 1958</i>	2.4.74	Appointment of a Sheltered Workshop Assistants Wages Board
<i>Labour and Industry Act 1958</i>	23.4.74	Industrial Appeals Court—Appointment of Acting Deputy Member representing employees
<i>Labour and Industry Act 1958</i>	6.8.74	Extension of Powers of the Dockmens Board
<i>Labour and Industry Act 1958</i>	10.9.74	Extension of Powers of the Hospital Scientists Board
<i>Labour and Industry Act 1958</i>	1.10.74	Variation of Powers of the Roofing Tiles Board and Pottery Board
<i>Labour and Industry Act 1958</i>	8.10.74	Appointment of a Veterinary Assistants and Animal Attendants Wages Board
<i>Labour and Industry Act 1958</i>	22.10.74	Alteration of the Short Title and Extension of the powers of the Wireworkers (Rylands) Wages Board and variation of the powers of the Nailmakers Wages Board and the Wireworkers Wages Board
<i>Ministry of Consumer Affairs Act 1973</i>	23.4.74	Appointment of the Director of Consumer Affairs
<i>Scaffolding Act 1971</i> ..	16.7.74	Appointment of Members of the Scaffolding Regulations Committee
<i>Small Claims Tribunals Act 1973</i>	15.1.74	Appointment of a Referee of a Small Claims Tribunal

Note.—These lists do not include Regulations or Proclamations made under the *Apprenticeship Act 1958*, particulars of which are contained in the Annual Report of the Apprenticeship Commission of Victoria.

REGISTRATION OF FACTORIES AND SHOPS

The number of factories registered during 1974 was 17,811 and the number of employees (as indicated by occupiers) was 396,817. There were 41,948 shops registered during 1974 with 171,574 employees. For details of current registrations reference should be made to Tables I and II.

INDUSTRIAL RELATIONS

WAGES BOARDS.

Wages Boards Appointed.

At 31st December, 1974 there were 210 Wages Boards constituted or authorized and a list of these Boards, with relevant details, appears in Table III.

During the year three new Boards were appointed. One of these appointments involved a reduction in the powers of another Board ; the short title of one Board was altered ; the powers of three Boards were extended and the powers of six Boards were varied.

Boards Appointed for the First Time.

The Clerks (Credit Societies) Board was appointed on 19th March, 1974 for the occupation of a person employed wholly or principally in clerical work in connection with the business of a credit society or union.

At the same time the powers of the Commercial Clerks Board were varied by depriving it of the power to determine any industrial matter in relation to clerical workers employed by credit societies or unions.

The Sheltered Workshop Assistants Board was appointed on 2nd April, 1974 for the occupation of workshop assistants employed in sheltered workshops for intellectually handicapped persons.

The Veterinary Assistants and Animal Attendants Board was appointed on 8th October, 1974 for the occupation of persons other than veterinary surgeons employed in or in connection with veterinary hospitals or surgeries (however described) or any establishment which accommodates, handles or treats animals and household pets, but excluding any occupation subject to the Determination of any Wages Board heretofore appointed.

Extensions of Powers of Boards.

The Dockmen's Board was originally appointed for the occupation of a dockman employed by the Melbourne Harbor Trust Commissioners. On the 6th August, 1974 this qualification was removed, and the Board is now appointed for the occupation of a dockman employed anywhere in the State of Victoria.

The powers of the Hospital Scientists Board covered the occupation of a person holding the degree of Bachelor of Science of a Victorian University or its equivalent as determined by any such University. On the 10th September, 1974 the powers were extended by the insertion of the words " or a degree of Bachelor of Applied Science from a college of Advanced Education as registered in the National Register of Awards in Advanced Education ".

Variations of Powers of Boards.

On the 15th January, 1974 the powers of the Law Clerks Board were extended by the removal of the exclusions relating to articled clerks and law students. The Board subsequently exercised the extended powers by determining wage rates for articled clerks and law students employed by a barrister or solicitor in his practice.

On the 1st October, 1974 the powers of the Roofing Tiles Board and the Pottery Board were mutually varied by transferring the occupation of making terra cotta flower pots and saucers from the powers of the Roofing Tiles Board to the powers of the Pottery Board.

Wages Board Meetings.

During the period covered by this Report there were 719 meetings of Wages Boards. The distribution of meetings is shown in Table III.

The number of meetings in 1973 was 691. However, because of the increase in the number and complexity of Determinations made (some Boards made two Determinations at one meeting), and in the time occupied by Board meetings, it became apparent that the officers of the Department acting as Wages Board Secretaries could no longer keep up to date with the writing of minutes and the drafting of Determinations. An additional officer to act as Wages Board Secretary was appointed towards the end of 1974 and an improvement in the work situation is already evident. The position is being kept under review.

Printing and Publishing of Determinations.

Because of the factors referred to above, and to procedures designed to reduce errors in Determinations to a minimum, there has been some delay between the making of a Determination by a Board and its availability to the public at the Sales Branch of the Government Printing Office.

The problems associated with such delays will be compounded if wage indexation (or quarterly cost of living adjustments) is introduced in the new year.

The Department is therefore examining proposed new methods of drafting and printing Determinations.

INDUSTRIAL DISPUTES

During the year there was one serious dispute in the area of industrial relations regulated by the *Labour and Industry Act 1958*. This involved a dispute over wage rates by plumbers.

Minor stoppages occurred in ambulance services, the poultry industry and other fields. Most disputes were of a limited nature.

Section 41 (2) requires the notification of a dispute to the Chairman of the appropriate Wages Board who is thereupon required to call a meeting of the Board. When so summoned, Boards have commonly exercised the full powers available to them to bring about the settlement of disputes.

During the year there were 76 meetings of Wages Boards called under Section 41 (2) of the Act to deal with 49 disputes.

Of these, 37 were settled by Boards after the first meeting, 11 after subsequent meetings, and one dispute remains unresolved.

The unresolved dispute was considered by the Manufacturing Chemists Board late in December, 1974 and concerns the retrenchment of a shop steward.

It should be noted that in some cases where a Board meeting has been called under Section 41 (2) and the matter under dispute is not settled, it may be incorporated in a log of claims already before the Board, thereby changing its character and averting, for example, an impending stoppage of work.

UNDERPAYMENT OF EMPLOYEES.

During the year an amount of \$228,387 due in respect of wages and other emoluments was recovered for complainants without recourse to prosecution, and an amount of \$15,742 was obtained by Court orders following prosecution. (See table for particulars of prosecutions.) In cases appropriate for decision by a court, the Department is required to discharge a heavy onus of proof with respect to the offence, that is, proof beyond reasonable doubt, before a court will convict and thereupon enter upon the question of making an order for arrears of payments to the employee. In civil claims proof is determined on the balance of probabilities. Thus in some instances civil proceedings may succeed where action taken by the Department would, most likely, fail. It should perhaps be emphasized that the Department does not, and in fact cannot, act for an employee in the same manner as a solicitor. Whilst the recovery of payment due may be of primary importance to the employee, the Department is primarily concerned with the question of whether a breach of the law has occurred.

INDUSTRIAL APPEALS COURT.

The Jurisdiction of the Industrial Appeals Court under the Labour and Industry Act was exercised as follows during the year:—

EQUAL PAY.

The process of prescribing wages rates without reference to sex in Wages Boards Determinations is almost complete.

There are now 194 Determinations in which equal pay has been prescribed or in which the same wage rate is payable for specified work. It should be noted, however, that for many years there was a large number of Determinations which fixed only one set of rates for areas of exclusively male employment, e.g. Sewage Distribution, Seamen, Fire-fighters, and such Determinations are included in this number.

STANDARD PROVISIONS IN DETERMINATIONS.

During 1974 there were more standard provisions inserted in Determinations in respect of sick leave, accident pay, a loading on annual leave payments and additional annual leave. There are now 127 Determinations which provide for an entitlement of 64 hours sick leave in the second and subsequent years of service, 123 Determinations which provide for 100 per cent make-up of accident pay, 142 Determinations which provide for a loading of 17½ per cent. on annual leave payments, and 153 which provide for four weeks annual leave.

INDUSTRIAL INFORMATION SERVICE

This section of the Division of Industrial Relations provides extensive information to the public on all matters relating to wages and non-physical conditions of employment.

The demand for such information continues to increase ; in 1973 there were 6,117 personal enquiries dealt with by the section and the corresponding number for the year under review is 11,669.

The section answers, in addition to the personal enquiries already mentioned, enquiries received by telephone or letter concerning Wages Boards Determinations and relevant provisions of the Labour and Industry Act. During 1974 the section answered 123,555 telephone enquiries, 2,570 written enquiries and 11,669 personal enquiries.

In order to satisfy the demand for such information from the public the establishment of the section has been increased to ten officers and moved to a new location in the same building where additional telephones have been installed and better facilities are available.

BUILDING INDUSTRY LONG SERVICE LEAVE.

Legislation was introduced in Parliament in December to provide for long service leave for building and construction workers, and it is expected that the Bill will be further considered by Parliament during the Autumn Session, 1975.

Because of the casual nature of employment in the industry, workers at present would rarely have sufficient continuous employment with one employer to qualify for long service leave under the existing provisions of the *Labour and Industry Act* 1958.

The proposed scheme provides for a "Building Industry Long Service Leave Fund" to be administered by a seven member Board, to include three representatives of the Victorian Trades Hall Council, and one each of the Master Builders Association and the Victorian Employers' Federation. Two other members are to have had actuarial and investment experience respectively, and there is provision for an independent Chairman.

Provision is made in the Bill for employers and employees to be registered with the Fund, to which employers will be required to make monthly payments for each worker who has completed three months' employment in the industry. All payments for long service leave are to be made from the Fund by order of the Board.

Entitlement will be 13 weeks' long service leave after 15 years' continuous service in the industry, with a pro-rata entitlement in certain circumstances after 10 years' service. Many other provisions, such as those regarding calculation, payment, and the taking of leave are similar to those in the *Labour and Industry Act* 1958.

SUPREME COURT CHALLENGE TO THE VALIDITY OF A WAGES BOARD DETERMINATION.

On the 31st July, 1974, the Hospital Senior Medical Officers Wages Board by a majority decision significantly increased salaries and allowances payable under that Board's Determination.

As allowed under Section 45 of the *Labour and Industry Act* 1958, an appeal was lodged against the decision by the Victorian Hospitals Industrial Council acting on behalf of the employing hospitals. The Minister of Labour and Industry intervened in the public interest in support of the appeal. The matter came before the Industrial Appeals Court on the 4th September, 1974.

After some preliminary argument, legal counsel for the employer and employee interests on the Wages Board indicated to the Court that action was to be taken in the Supreme Court, amongst other things, to challenge the validity of the Determination. The Appeal hearings were adjourned on the 5th September.

In November, 1974 the Supreme Court considered an application by the Alfred Hospital pursuant to Section 39 of the Labour and Industry Act, disputing the validity of the Determination of the Hospital Senior Medical Officers Wages Board made on the 31st July, 1974, together with certain other matters.

The grounds for the challenge were that the procedures laid down in Section 45 (6) of the Act had not been observed when leave of the Industrial Appeals Court was obtained to vary the Determinations made by the Court on the 19th November, 1973 and the 3rd June, 1974, and that one of the employee members of the Wages Board, who took part in the meeting which altered the Determination, was not eligible to be appointed to the Board.

Section 45 (6) of the Labour and Industry Act provides—

“ Subject to this Act every Determination of the Court shall be final and without appeal and shall not (except as provided in the next succeeding sub-section) be reviewed or altered by a Wages Board without leave of the Court, but the Court if satisfied on affidavit that a *prima facie* case for review exists may either give such leave or direct a re-hearing or re-opening of the matter before the Court when the Court itself may alter or amend its Determination ”.

Sub-section (7) provides that after a period of twelve months has elapsed from the date of any Determination of the Court, the Wages Board concerned may review or alter the Determination without leave of the Court.

It was claimed that the procedure under Section 45 (6) of the Act had not been followed in that no affidavit establishing a *prima facie* case was presented to the Court when it gave leave in November, 1973 and June, 1974 for the Wages Board to review its Determination.

The practice had developed over the years for the Industrial Appeals Court, when handing down its decisions on our matters referred to the Court under the provisions of Section 45B (e.g. the flow on of National Wages Cases decisions of the Commonwealth Conciliation and Arbitration Commission), to grant leave for the Boards effected by its decision to meet. This practice, it was argued, did not satisfy the requirements of Section 45 (6) of the Act.

On the 20th December, 1974 the Chief Justice of the Supreme Court, Mr. Justice Young, delivered the judgment of the Court in favour of the application of the Alfred Hospital and quashed the Determination made on the 31st July, 1974.

Although this decision does not invalidate any Determinations of other Wages Boards, it does put in question the validity of a large number of Determinations. Legislative action is being considered to ensure the legality of Determinations which may be in question and also to broaden the ways by which leave may be given by the Court for Boards to meet following the making of a Determination by the Industrial Appeals Court.

SHOP TRADING HOURS.

The shop trading hours activities of the Department continued to diminish during 1974 with the Government's policy of easing restrictions on trading.

During the year, art and handicraft galleries and shops for the sale of caravans, trailers and boats and accessories or spare parts for caravans, trailers and boats were added to the list of shops to which restrictions on trading hours do not apply.

INDUSTRIAL SAFETY, HEALTH AND WELFARE

UNIFORMITY OF LEGISLATION.

Chief Inspectors of Factories from all States continued to meet during the year to consider model regulations for the safety, health and welfare of the work force. Those that were completed were submitted to the Ministers for their consideration. It is expected that this task will be completed during 1975.

Metric Conversion.

During the year, measurements contained in the *Labour and Industry Act 1958* and the regulations made thereunder were converted from imperial to metric units.

APPROVAL OF FACTORY BUILDING PLANS.

During the latter half of the year there was a sharp decline in the number of plans submitted for approval for new factories, particularly in proposals for investment or leasing purposes.

There was also a decline in the number of plans submitted relating to extensions or alterations to factories.

Factory occupiers have had greater difficulties in obtaining materials and the services of tradesmen to carry out requirements. This has had the effect of delaying the registration of a number of factory premises.

The total number of plans and the area of new buildings and additions approved in recent years is as follows :

		Number of Plans Passed	
		1973	1974
New Factories		913	632
Alterations and Additions		684	435
Totals		1,597	1,067
Total Floor Area		14,957,257 sq. ft.	10,919,204sq. ft. (1,014,796 sq. metres)

SAFETY LEGISLATION.

Timber Industry.

On 1st July, 1974 the Labour and Industry (Timber Industry Safety) Regulations 1974 came into operation. These regulations provide for measures to be taken by both employers and employees to secure the safety of all persons engaged in the formation, production and regeneration of forests, the means of obtaining timber from forests and plantations, the preparation of land for forests and the transporting of forest produce.

The regulations also make compulsory the provision and wearing of safety helmets, and prescribe the quantity and location of first aid kits. Tractors used in forest operations are now required to be fitted with overhead protection for drivers. Vehicles used to transport forest produce must be equipped with properly designed and fitted binder chains and stanchions to secure the load.

These regulations will make a substantial contribution to safety in a potentially hazardous industry.

Foundries.

Amendments were made to the Labour and Industry (Foundries) Regulations 1966 to enable foundry occupiers to fit a more productive and practical type of guard to revolving pan type sand mills.

A Safety Information Sheet (M S. 1.) depicting a typical example of the amended guarding principles was produced to assist occupiers with the design of guards.

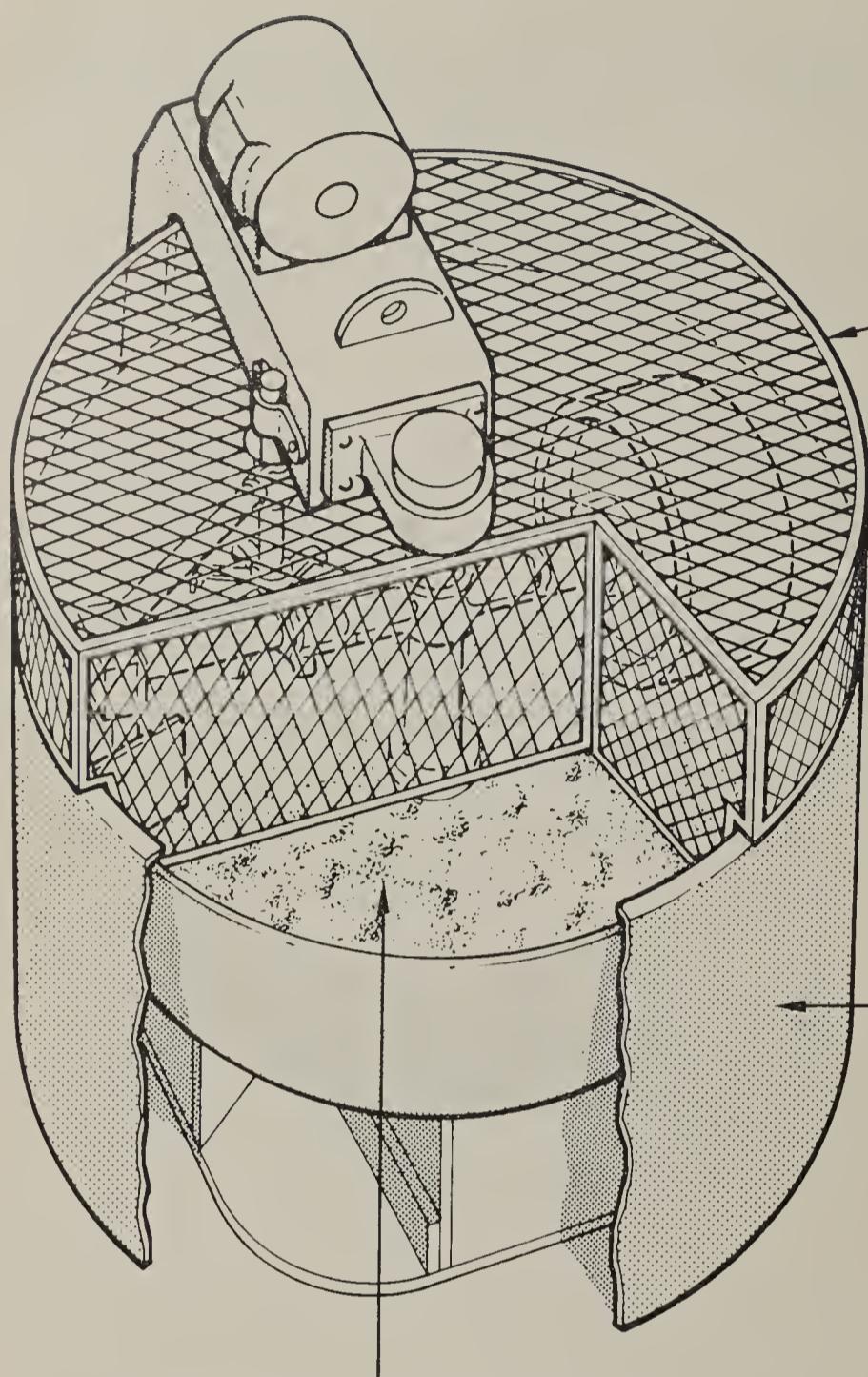
(M S. 1 as illustrated).

Safety Inspections.

Accident investigation and the inspection of machinery and other equipment is of major concern in the activities of the Department's inspectors. During the year officers gave advice to factory occupiers and machinery suppliers on aspects of guarding and safe working procedures, to create a greater awareness amongst those directly involved.

The Department continued to make copies of inspectors' accident reports available to interested parties. During the year 538 reports were supplied as requested, on payment of the prescribed fee.

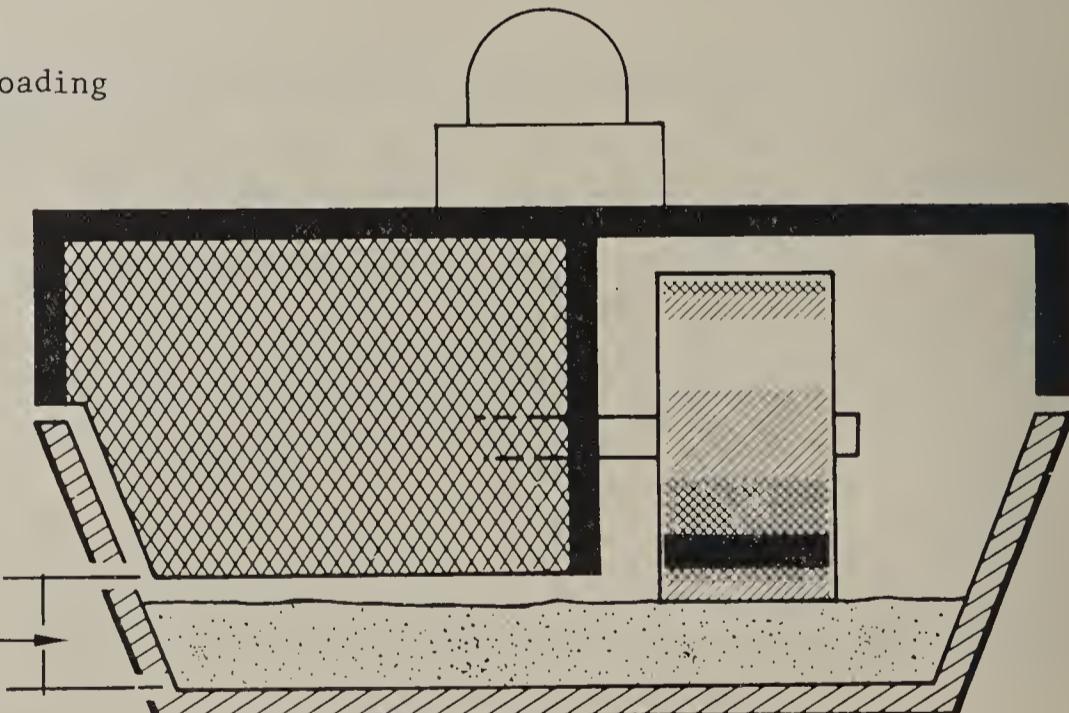
SAFETY INFORMATION SHEET



Mesh guards prevent bodily approach to the mill wheel and carriage.
... Note:- Sections of the guard may be hinged and interlocked when access is required for adjustment or maintenance.

Fixed guard prevents bodily contact with the outside of the revolving pan.

Segment of pan open for loading and unloading of mill.



Bottom edge of guards should be as close as practicable to the bottom of the pan so as to prevent bodily contact with the mill wheel or other dangerous parts of the mill mechanism.

NOTE:—The Labour and Industry Act 1958 imposes obligations on the occupiers of certain premises and of land, to guard dangerous parts of machinery so as to prevent injury. This illustration is not to be taken as a statement of the law and must not be construed to waive or modify any legal obligation.

GUARDS FOR REVOLVING - PAN
SAND MILLS

DEPARTMENT OF LABOUR AND INDUSTRY—VICTORIA

110 EXHIBITION STREET, MELBOURNE. TELEPHONE 63 0321

SHEET No.

M S. I

FATAL ACCIDENTS.

During the year 20 persons were killed in industrial accidents which were investigated by departmental officers. A summary of the accidents is as follows :—

- A man was pinned against a wall when a motor vehicle in a pit for repair slipped forward.
- A farmer was crushed when the tractor he was driving up a steep bank overturned.
- A worker fell from the roof of a building while he was fixing aluminium sheets.
- A farmer was crushed between a log and the tractor he was driving when it overturned backwards.
- A dairy farmer was crushed when the tractor he was driving up a steep bank rolled over sideways.
- A forestry worker was crushed when the tractor he was driving overturned on the side of the road.
- A roof fixer fell 40 ft. to the floor when an asbestos cement sheet broke under his weight.
- A rural worker fell beneath the wheel of tractor when he was alighting from the tractor.
- A worker was knocked down by a log being moved by a crane at a sawmill.
- A farmer was found under the slasher attached to a tractor in a paddock where he had been working.
- A son of a farmer (15½ years) was pinned between the steering wheel and draw bar to a trailer when the tractor overturned backwards while being driven in a paddock to pick up cases of potatoes.
- A rural worker was killed when his clothing became entangled in the power take off from a tractor.
- A rural worker was pinned under a tractor when it slipped down an embankment and overturned after chains had been removed from the wheels.
- An electrician was electrocuted while using an electric drill.
- A worker was crushed when he accidentally fell into the crushing teeth of a crusher at a brick works.
- An employee died as a result of a fall from the top of a loaded truck.
- A child (3 years) was killed when run over by a tractor.
- A worker was killed when he fell on to the teeth of a breaking down saw.
- A child, 18 months, was killed when run over by a tractor.
- A worker fell 20 feet on to concrete when fibro-cement sheet broke under his weight.

SAFETY PUBLICATIONS.

Three new publications which are the first of a series in the new safety education programme were prepared during the year and are now in the course of being printed.

They are entitled—

- (a) A Brief Guide to the Law Relating to Industrial Safety.
- (b) The Services Available from the Department.
- (c) Safe Tractor Operation.

In addition Safety Information Sheets were produced on—

- (a) The Safe Use of Ironing Presses in the Textile Industry.
- (b) Guarding of Paper Cutting Guillotines.
- (c) Guarding of Sand Mills in Foundries.

Illustrated Safety Information Circulars dealing with—

- (a) Safe Methods of Inflating Large Tyres ; and
- (b) Guarding of Blow Moulding Machines in the Plastics Industry—

were also produced.

INDUSTRIAL SAFETY GROUPS.

Two new groups were formed during 1974, at Ballarat and Geelong, and good support is being received from all sections of industry in those areas.

This brings the number of District Safety Groups to nine.

Towards the end of 1974 a meeting of representatives of the District Safety Groups was convened by the Department to discuss ways and means whereby the Department could be of more assistance in their activities.

Membership of a Safety Group is one effective method of keeping in step with the latest developments in accident prevention techniques.

National Safety Council of Australia (Victorian Division).

Assistance was again provided to the Occupational Safety Committee of the Council and officers of the Department participated in the conduct of safety training courses presented by the Council.

Safety Film Library.

The Department's Film Library is being constantly reviewed and developed and now contains a total of 75 films relating to industrial safety.

Apart from the use of safety films during specific safety training courses, officers of the Department during lectures to various groups and bodies showed 117 films to audiences totalling approximately 5,524.

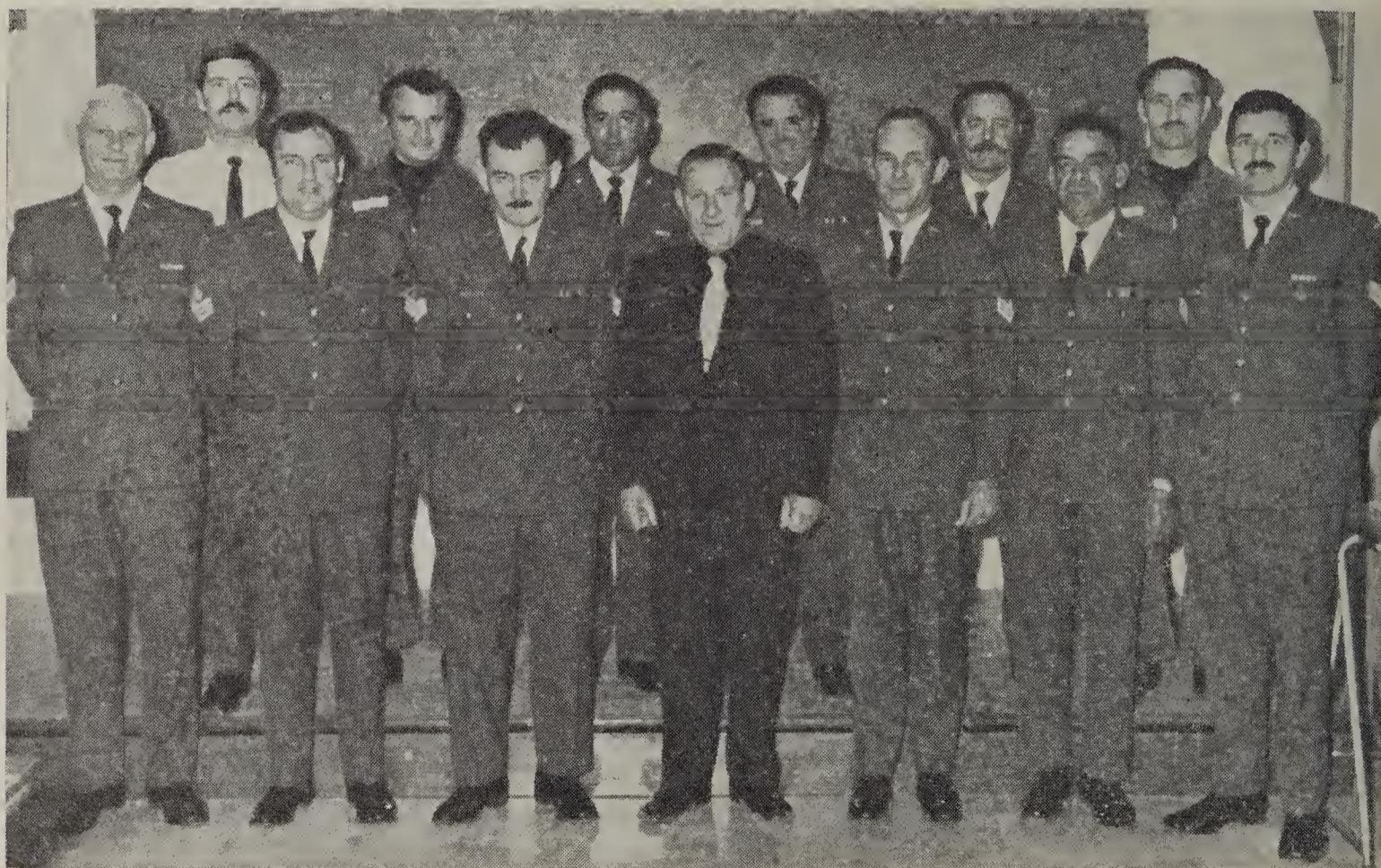
The popularity of the Department's film library is shown by the 1,399 loan transactions to audiences totalling approximately 37,862 persons.

Safety Training and Education.

During 1974 the Safety Training Services of the Department were utilised by industry, Government departments and undertakings, Technical and High Schools, not only the "Job Safety" and "Job Instruction" Courses, but including the "Accident Appreciation" Course and other lectures.

One interesting feature was the substantial demand by Government departments and undertakings, as well as Technical and High Schools, for the services of the Section in making safety surveys, followed by lectures designed to overcome the problems revealed by the surveys.

Training Courses were also conducted for the R.A.A.F. at the Laverton Base.



Accident Course R.A.A.F. Laverton, 1974.

RURAL SAFETY.

This year the Department's Rural Safety Officer was primarily concerned with the promotion and explanation of the Labour and Industry (Tractor Safety) Regulations 1972, particularly in respect to the fitting of protective frames to tractors. In addition, in talks he gave to representatives of rural organizations and school students, special emphasis was placed on the safe handling of insecticides.



Protective Frames—a common sight at Agricultural Shows and Field Days.

TRACTOR SAFETY LEGISLATION.

Section 175 of the *Labour and Industry Act* 1958 provides for the compulsory fitting of prescribed protective frames to new wheeled tractors. The provisions of the Labour and Industry (Tractor Safety) Regulations 1972 prescribing these frames came into operation on 1st October, 1974. This legislation is conditional upon the tractors being used in agriculture, horticulture, viticulture, dairying or pastoral pursuits in certain proclaimed areas of the State. During the year 5 directions were issued by the Minister under Section 175 of the *Labour and Industry Act* 1958 following requests from municipalities that the fitting of protective frames to tractors used in the municipality should apply.

Protective frames to the specifications of ASN70 1969 as amended by AS 1636-1974 have been produced by several Victorian manufacturers and applications have been received from importers of protective frames to have these imported frames accepted as complying with the Standards Association specifications.

Agricultural Shows—Royal Melbourne.

The Department's exhibit at the 1974 Royal Melbourne Show for the first time promoted accident prevention activities carried out by all divisions of the Department. Contributions came from the Lifts and Cranes Inspectorate, the Boilers and Pressure Vessels Inspectorate, the Scaffolding Inspectorate, the Factories and Shops Inspectorate, the Apprenticeship Commission and the Rural Safety Section.

A 40 ft. high scaffolding tower was the highlight of the display and the safety slogans attached to it could be seen from a distance throughout the grounds. Safety in the Timber Industry was also promoted with assistance from timber companies and safety equipment suppliers.

Despite the adverse weather conditions, the exhibit attracted a lot of attention and many inquiries were answered.

Country Shows and Field Days.

The Department's Mobile Safety Education Unit formed the centre of the Government exhibit at the 1974 Grand National Show at Warrnambool. The Apprenticeship Commission also participated, promoting agricultural apprenticeships.

The Mobile Safety Education Unit was again in attendance at various agricultural shows throughout the State. A new innovation at some of these shows was a Safe Tractor Driving Competition judged by the Rural Safety Officer. The interest and response by farmers in these contests indicated they had a good awareness of the hazards of tractor driving.

The Department attended the Elmore, Gippsland, Wimmera and Wandin East Field Days, and the impression gained at each of the venues was that Field Days are still an ideal medium of "getting across" the farm safety message.

Visits to Schools.

The Rural Safety Officer visited a number of schools during the year and was impressed by a number of "Safety Days" promoted by schools in some areas. These occasions involved the pupils in setting up displays concerned with all phases of safety, e.g., home safety, rural safety, fire safety and industrial safety.

In particular the Cobden Technical School is to be congratulated on the work and effort involved in the preparation of its "Safety Day".

TECHNICAL SERVICES

The Division of Technical Services is located at 160 Queen Street, Melbourne and includes the Lifts and Cranes Inspectorate, Boilers and Pressure Vessels Inspectorate, Scaffolding Inspectorate, Design Review Section and Administration Section.

GENERAL.

The Division was established in 1969 with the appointment of the present Chief Engineer. It is pleasing to note that the advantages expected from the establishment of this Division have now been realized. The main intention was to provide a common engineering design review unit for the Lifts and Cranes Inspectorate, Boilers and Pressure Vessels Inspectorate and the Scaffolding Inspectorate, and similarly to provide a common administration unit for these inspectorates, the whole forming one integrated Technical Services Division.

The *Scaffolding Inspection Act* 1971 came into operation on the 1st August, 1974. The administration of the Act is now carried out within the Department.

STANDARDIZATION.

During the past three years, by direction of the Ministers, close co-operation has occurred between States in the reaching of agreements on the standards and required procedures regarding approvals in the fields of lifts, cranes, boilers, pressure vessels and certificates of competency for welders, boiler attendants, crane drivers, crane chasers and dogmen. The aim of the exercise has been to allow reciprocal arrangements between states.

It is expected that it will take at least another two years before all difficulties are overcome and complete reciprocity between States becomes standard practice.

Standards Association of Australia.

An active representation has been maintained on S.A.A. committees in the fields of lifts and cranes, boilers and pressure vessels, tractor guarding, explosive powered tools, playground equipment, oil fuel installations and oil and gas fired equipment. The full impact of metrication and the adoption of overseas standards has yet to be felt.

BOILERS AND PRESSURE VESSELS.

The Department has recently been asked to accept Canadian and Japanese manufacture of new boilers for use in Victoria. Several factors have contributed to the need for this :—

- Production cessation by the only Australian manufacturer of large water tube boilers, with a consequent increase in demand for imported equipment.
- Competitive overseas tenders.
- Scarcity of materials.
- Finance difficulties.
- Delivery times.
- Technical capacity.

Construction Supervision : The Department continues to supervise the construction of new boilers and pressure vessels for use in Victoria and other States.

Field Inspection : Owing to the tight staffing situation, the overall number of routine or scheduled inspections was lower this year than previously. The demand made by the increasing volume of new construction work, which must be given precedence, also reduces the capacity to return to those installations which have not been inspected for several years.

Accidents : Control failure or operator negligence have this year led to one fatality, several injuries, and a number of cases of boiler/pressure vessel damage.

One man was killed when a badly designed and constructed (unregistered) vessel failed under air pressure when used to transfer liquid to an elevated storage tank.

Unattended Boiler Operation : The 1973 Unattended Boiler Regulations have evoked a strong response in the industry and several manufacturers are now in the position where they can meet the required safety requirements. The cost savings inherent in unattended operation have led to a considerable demand for unattended installations.

Boards of Examiners : Examinations for Certificates of Competency in engine driving/boiler attendance/welding have proceeded at a rate equal to last year. Despite this, a shortage of certificated operators is apparent (for welders in particular).

LIFTS AND CRANES.

With the introduction of reciprocal approvals, by which each State accepts designs approved in other States, a measure of design uniformity throughout Australia has been achieved in the lift and crane field.

Within the Design Review Section, three additional engineers now work in the area of reciprocal crane design approvals and so assist Victorian manufacturers in gaining Australia-wide acceptance of their products.

Work has commenced on the publication of a series of pamphlets which will be distributed to industry with the intention of increasing their knowledge of crane operations. The information will be on such subjects as chain, wire ropes, natural and synthetic fibre ropes and slinging practices. To date the pamphlets on wire ropes, and natural and synthetic fibre ropes, have been published and some have been distributed.

Lifts.

The inspection and testing of new lifts is still taking precedence over routine annual inspections of existing lifts. It is expected however that the routine inspection situation will improve with the anticipated downturn in building activity and the appointment of additional inspectorial staff.

The increased number of lifts, conveyors and fixed crane installations in areas remote from Melbourne is causing some concern and the deployment of inspectors into country areas is being considered.

Some new installation techniques have emerged this year, e.g. the pre-assembly of lifts before transport to the Preston Institute of Technology site.

A number of high rise lift installations have been completed during 1974 complying with the Lifts (Firemens Emergency Lifts) Regulations 1972.

During 1974 256 new lifts were inspected, while removals of existing lifts totalled 23.

Conveyors.

The number of complex conveyor installations is steadily increasing, particularly in the brickmaking, warehousing, manufacturing and timber industries. Although injuries have been reported, there have been no fatalities this year.

Mobile Cranes.

With the increasing expansion of low rise projects such as supermarkets and industrial buildings in the outer suburban areas, the use of modern hydraulic cranes has continually increased. Local manufacturers of this type of crane continually combat the efficiency, flexibility and price of the modern sophisticated cranes from overseas countries such as Japan, United States of America and Great Britain.

New welding techniques and the use of higher tensile steel in crane booms and structures with advanced hydraulics have enabled high lift/high load type mobile cranes to be manufactured, which may be set up ready for use within minutes of arriving on site. The compact characteristics of these cranes have minimised transport costs and reduced delays in arrival. The use of this type of crane is continually contributing to the demise of unnecessary scaffolding, material hoists and the lengthy and costly process of temporarily installing fixed cranes either adjacent to or atop high and low rise buildings.

Offshore Cranes.

The resources of Victorian offshore oil and natural gas in Bass Strait could not be tapped without the use of various cranes.

Mammoth derrick cranes on barges, like the Dutch-built San Francisco-based "Chocktaw" which is capable of lifting 800 tons or the U.S.-built "Derrick Barge No. 3" capable of lifting 500 tons, are towed usually by two tugs across the oceans for about three months to our waters where they assist in the erection of the basic offshore platform structures, the laying of pipes and the placement of smaller cranes on the platforms.

The cranes mounted on the five offshore platforms are the basic life line for the supply of materials, parts, equipment and provisions from the barges and supply ships to the platforms from the water approximately 80 ft. below. Most of these cranes, which are also used in the further construction of the platform, are Australian made and are capable of lifting up to 80 tons off the water. A combination of operator skill and a suitable crane is essential in this field, as lifting off a rising and falling sea in bad weather is a very hazardous venture. The Inspectorate plays its part in checking crane installations and ensuring that safety prevails in this area.

Civil Engineering.

Projects under construction in and about Melbourne include the Westgate Bridge at the Lower Yarra Crossing site, the Melbourne Underground Rail Loop and the Webb and Victoria Dock complexes. At Westgate various types of cranes are working to complete this problem bridge. Two 20 ton tower cranes standing about 200 ft. in height accompany three Australian made 130 ton derrick cranes which dominate the skyline above the bridge structure. On both sides of the river temporary man lifts are installed to carry personnel to and from the top of the bridge. All these lifts and cranes as well as the many smaller mobile units on site are samples of modern, well designed, sophisticated equipment. The Inspectorate plays its part by moving with the times and keeping up with the latest local and overseas trends in design and construction.

A common sight at both Webb and Victoria Dock complexes and the Underground Rail Loop is the vertical statues of pile drivers. The thumping of these noisy towers will soon be finished and be replaced by the erection of derrick and mobile cranes, which will speedily carry the concrete and steel required to finished the projects.

Ski Tows and Chair Lifts.

Owing to the increasing popularity of ski-ing and family visits to our snow capped mountains in winter, the demand for safe transport up and down these slopes has increased. At present there are 10 chair lifts and 40 ski tows operating in Victoria. Although the installation of new equipment is increasing by about 8 per cent. per annum, local manufacturers have not contributed to this total in the last five years. Most of the equipment is imported from France or Austria. During the last two years four modern ski tows from France with automatic departure characteristics have been installed, with a further three proposed for late in 1974.

The most popular snow fields of Victoria are located at Falls Creek, Mount Hotham and Mount Buller. The Inspectorate has taken a greater interest in this area during the past year and has become more involved in the safe operation of this type of equipment.

Window Cleaning Hoists.

The construction of buildings as high as 50 stories in Melbourne, together with the present trend towards great walls of glass and building facades has brought about an increased complexity and variety of design of window cleaning units, especially in the matter of adherence to the building face. Designs presently include mechanical, rope and suction fan means. A further development is, that of fully automatic machines, capable of cleaning the building exterior walls without the need for operators to travel within the cage. There are approximately 50 window cleaning and building maintenance units presently installed about Melbourne. The hoisting machinery of these units is usually supported on the roof by a rail track along which the hoist can travel about the perimeter of the roof of the building. When not in use the cage is raised and parked in a selected area on the roof of the building.

Dogmen.

The hazardous task of riding loads is almost " nil " even though the number of projects for which " Notices of Intention to use Dogman " are lodged has averaged 30 per month. This indicates an awareness in the construction industry of the Regulations. To cover situations that may arise from day to day when " riding a load " appears to be necessary site managements lodge the " Notice " as a matter of routine.

Much higher incidence of persons being carried by a crane has developed in the mobile field where, due to environmental requirements, much work of a short term nature is being carried out on high rise chimney stacks. Some 40 submissions of this nature have been dealt with this year.

Crane Accidents.

Particulars of the number of crane accidents reported to the Inspectorate are as follows :—

			1974	1973	1972
Number of accidents reported	270	346	272
Number of persons injured	312	330	242
Number of fatalities	8	10	21

Particulars of Fatal Accidents.

- A man received fatal injuries when struck by an unmanned fork lift truck which ran down a ramp.
- A crane chaser was crushed when struck by a log that suddenly swung while being lifted.
- A crane driver was electrocuted when the boom of his mobile crane contacted overhead power lines.
- A man received fatal injuries when a container slipped from a fork lift truck and struck him.
- A man died from injuries received when he was hit by a load falling from a crane.
- A man died when crushed between a load and an insufficient guard fence.
- A dogman died from injuries received when eye bolts supporting a load snapped and the man slid off the load onto the ground.
- A fork lift truck driver was killed when he was struck by a falling steel beam.
- * A flagman was killed when a front end loader backed over him.
- * NOTE—This fatality occurred in 1973, but was not reported until 1974.

Certification of Crane Drivers, Crane Chasers, Lift Mechanics and Dogmen.

Since the advent of certification, a closer liaison with crane hirers, construction and general industry has been achieved. The direct result of this is industry's greater awareness of the Inspectorate and a general improvement in attitudes with regard to safe operation of cranes and associated lifting equipment.

Incomplete information with applications has been responsible for a great deal of unnecessary effort on the part of the Inspectors and the clerical staff, in spite of measures taken to inform applicants of the requirements. Further measures are proposed to be taken in the future to advise intending applicants, through their employers, to submit the correct information.

To date 63 persons have been examined for certificates, all but three of whom passed. Of these three, two passed a second examination and one has yet to be examined for the second time. The high pass rate on the first examination may well be due to the efforts of the section in preparing and distributing suitable educational literature. The number of operators on learners permits is increasing, consequently inspectors will spend much more time in the field on examination duties.

To assist potential operators to obtain their certificates, it was deemed necessary to implement a training course, which was done through the Crane and Rigger Sub-Committee and the Certification Section has been very active in the preparation of this course. A survey conducted by the Section indicates that approximately 4,000 people wish to attend the four courses over the next two years. The course is to consist of one 4 hour session per week for 16 weeks (one semester). The first course is programmed to start in February 1975 at eight Technical Colleges in locations to cover all the metropolitan area, also one at Geelong and one at Morwell.

SCAFFOLDING.

The *Scaffolding Act 1971* became effective from 1st August, 1974.

The Scaffolding Inspectorate consists of 8 Scaffolding Inspectors, 4 Assistant Supervisors of Scaffolding Inspection, and the Supervisor of Scaffolding Inspection.

The Scaffolding Inspectors of the Department operate in the Municipal Districts of Melbourne, South Melbourne, Port Melbourne, St. Kilda, Richmond, Collingwood and Fitzroy. Inspection of scaffolding in the remaining Municipal Districts is carried out by Scaffolding Inspectors employed by the Councils concerned. The supervision of the manner in which the councils carry out their duties is one of the functions of the Supervisor of Scaffolding Inspection.

Senior Officers of the Scaffolding Inspectorate are involved in the training of scaffolders for Certificates of Competency and the education programmes for Scaffolding Inspectors to attain the standard necessary for a certificate, and educating the construction industry in general with regard to the provision and safe use of working platforms.

The activities of the Inspectorate are reflected in the improved standards of scaffolding construction, particularly in the areas directly covered by this Inspectorate.

DESIGN REVIEW.

The Design Review Section continues in its role as engineering consultant to the Department. During the year one additional Design Engineer and one temporary Technical Officer have joined the staff and it is expected that three more Design Engineers will be appointed during 1975. As staff increases, the present limits on the range and volume of work which can be handled will be progressively eliminated.

Advising on the acceptability of control systems for unattended boilers has become an important function of the section and several manufacturers have made substantial progress towards meeting safety requirements.

APPRENTICESHIP

NUMBERS IN TRAINING.

Despite a general reduction in terms of apprenticeship which tends to reduce the number of apprentices in training at any one time, at the 30th June, 1974 the total number of indentured apprentices and probationers was 34,663. This represents a healthy increase over the figure of 31,228 for the previous year and a dramatic increase over the 1963 figure of 20,684. During the year the Apprenticeship Commission approved the applications of 14,678 school leavers of whom 13,521 actually commenced probationary employment and 11,022 were indentured. Although the number of apprentices who commenced probationary employment between the 1st July and the 31st December, 1974 was 2,655, some 24 per cent lower than in the same period in 1973, this figure was quite satisfying particularly as the 1973-74 year was an exception. In fact this figure is substantially higher than the figure of 2,398 apprentices who commenced employment in the same six months in 1972-73 which could be taken as an average year.

However the number of employers applying to the Commission for permission to cancel indentures, stand down apprentices or ration work has caused some concern.

In September, 1974 you sought Commonwealth aid for employers who were in difficulties because of the economic situation. As a result of this initiative the Commonwealth Government determined that assistance under the National Employment and Training System (NEAT) will be provided to such employers for a limited period to enable them to continue training apprentices. In addition the Commonwealth has agreed to pay the wages of 145 apprentices in Victoria who will be trained by State Government departments and instrumentalities. This figure will be additional to the number of apprentices normally taken on by these employers and the scheme will ensure that capacity for training is utilised to the fullest possible extent.

SHORTAGE OF APPRENTICE SCHOOLING FACILITIES.

Although there has been a shortage of apprentice schooling facilities in technical colleges over the past few years, the situation deteriorated during the year. In the past it has been accepted that many of those who commenced apprenticeship after the start of the school year would have to wait until the following year to commence their schooling. However at the end of the financial year there were 1,165 apprentices for whom places could not be found at technical schools or colleges. Consequently these apprentices could not attend school until 1975. The system will not continue to increase its output of much needed skilled tradesmen unless schooling facilities are improved in both quality and quantity.



Gardening and Turf Management apprentices receiving instruction in a hothouse.

Hostel Accommodation.

Country apprentices attending block release courses in Melbourne were again accommodated at the Midway Hostel, Maribyrnong. Excellent facilities for instruction in the trades of boiler-making, cooking, motor mechanics, panel beating and tradesman painting are available at the Gordon Institute of Technology and the Geelong East Technical School but the closing of the Migrant Hostel at Norlane in January 1974 has created serious accommodation problems. The interim measure of providing accommodation at Maribyrnong and providing a bus to transport apprentices to Geelong is considered by the Apprenticeship Commission to be unsatisfactory.

VICTORIAN GOVERNMENT SUBSIDIES FOR COUNTRY APPRENTICES.

As from the 1st January, 1974 accommodation subsidies were increased to \$15, \$13 and \$11 per week in the 1st, 2nd and 3rd or subsequent years of apprenticeship respectively. During the year \$139,179 was paid to the 4,021 apprentices who attended 393 block release courses. Subsidies to apprentices who elect to travel long distances to attend day release classes were also increased during the year. Apprentices who reside outside the City of Frankston and outside a radius of 25 miles from the G.P.O. Melbourne and who travel in excess of 40 miles per return daily journey are now subsidised at the rate of one cent per mile with a minimum payment of 50 cents and a maximum payment of \$2 per day. The cost to the Government for this subsidy in 1973-74 was \$16,902.

Placement of Apprentices.

Although the Apprenticeship Commission is not an employment agency, assistance is provided where possible. This year, largely as a result of your proposal for a "marriage of resources" between the Commission and the Commonwealth Employment Service, the co-operation between the two bodies has greatly increased. A system has now been introduced by which duplicate copies of the applications of school leavers for "certificates to enter apprenticeship" are forwarded to the Commonwealth Employment Service. Assistance in finding employment is then given.

NEW TRADES.

The trades of Floor Finishing and Covering, Sewing Machine Mechanics, Roof Slating and Tiling and Bedding and Mattress Making were proclaimed as apprenticeship trades throughout the State of Victoria.

As a result of your offer of "all help" to the rural industry in setting up an agricultural apprenticeship scheme, the trades of Farming and Fruitgrowing were proclaimed as Apprenticeship Trades throughout Victoria on 1st October, 1974. Because of the unique nature of this industry, the trades have been excluded from the operation of Section 33 of the Apprenticeship Act and accordingly participation in apprenticeship training in Farming or Fruitgrowing is voluntary.

The response to the announcement that this scheme will commence in 1975 has been overwhelming—particularly from school leavers wanting to enter the industry.

APPRENTICESHIP WEEK (August 11-17th, 1974)

Although the "Week" had a similar format to previous years, the attendance figures—particularly at the Careers Through Craftsmanship Exhibition—increased greatly.

In order to publicise the events of the Week and to draw attention to apprenticeship generally, the Commission co-operated with the Commonwealth Department of Labor and Immigration to produce a 60 second television commercial which was shown throughout the State in early August and later throughout Australia to coincide with Apprenticeship Weeks in other States. It is considered that this exercise was largely responsible for the increased awareness of apprenticeship during the week.

On Friday, 16th August, His Excellency the Governor of Victoria presented the gold medallion to the Apprentice of the Year, Bernard Jackson, an Instrument Maker employed by Fischer and Porter Pty. Ltd. of Clayton.

The 1975 Apprenticeship Week will be staged from 10th August to 16th August.

OTHER FORMS OF TRADE TRAINING.

It is apparent that apprenticeship as we have known it will not remain the only form of trade training in Victoria. Substantial changes, for the better, have of course occurred during the last decade and the process of change can be expected to continue, perhaps indefinitely.

Developments in other States indicate that full-time pre-apprenticeship courses (say for 6 or 12 months) could have advantages in some circumstances and could be extended in Victoria beyond their present very limited scope.

Also, it is apparent that full-time trade training of adults in training institutions may have a place in the overall scheme of things, but perhaps to fill limited, specific gaps rather than as a norm.

In any case, the important point should be kept in mind that there is a need for co-ordination of the several systems that may emerge. In this connection, the increasing involvement of the Commonwealth Government in this area, particularly through the provision of financial grants and subsidies, is to be noted.

EDUCATION (WORK EXPERIENCE) ACT 1974

Arising out of the enquiries received from a number of schools, the Minister of Labour and Industry sought the views of the Minister of Education on the establishment of schemes of "pre-employment work experience". Subsequently, the Curriculum and Research Branch of the Education Department conducted a survey into the incidence of such schemes. This survey showed that nearly one hundred schools were operating schemes in some form or another.

As a result of these events, the Assistant Minister of Education convened a meeting of representatives of the Teaching Service, employer organisations, trade unions and this Department. From this meeting a committee was established to look into problems associated with the regulation of such schemes.

The committee considered the various problems from the educational, safety, social and industrial relations viewpoints and helped in preparing legislation which was enacted by the Parliament in the Spring Session and given Royal Assent on 20th December, 1974.

The Education (Work Experience) Act 1974 allows for an arrangement in writing to be made by the principal of a school with an employer with a view to providing a pupil of a school with work experience as a part of the child's education. Such arrangements apply to school children who are in a class the academic level of which is at least that of the second year of secondary schooling or are over the age of thirteen years. Any such arrangement must have the written consent of one of the parents of the child.

The scheme limits the number of arrangements per pupil to one per term, each arrangement being of not more than twelve days duration. The scheme may operate between the first and last school days of each school year and may include part or all of the first and second term holidays and makes provision for payment for work performed by pupils under the scheme.

OFFICE OF INDUSTRIAL RELATIONS CO-ORDINATION (PUBLIC EMPLOYING AUTHORITIES)

The Office was established by the Government in August 1972 and located within the Department of Labour and Industry, to co-ordinate the industrial relations policy of Victorian public employers in respect of their employees (numbering over 70,000 and excluding those whose employment is subject to the Public Service Act, the Teaching Act, or the Police Service Act) and has been brought into full operation during the year.

In pursuance of its functions as set out in the Premier's statement dated 15th March 1973, the Office co-ordinated the industrial relations functions of the major public employing authorities, was a liaison point for discussion and exchange of views with other major employers, provided an industrial advocacy service in hearings before the Commonwealth Conciliation and Arbitration Commission in respect of Federal Awards to which the State of Victoria and its instrumentalities were respondents and provided a briefing and research service in respect of important industrial cases including those in which the Government decided with the instrumentalities concerned to use the services of Counsel, and advice and assistance to various public authorities and departments in respect of special industrial problems as they arose.

Among the major industrial relations matters with which the Office was significantly concerned during the year were the representation of the State of Victoria in the National Wage Case 1974, the Moore Conferences held during the second half of the year between major private and public employers and the trade union movement under the Chairmanship of the President of the Conciliation and Arbitration Commission, and following the breakdown of the Moore Conferences, the resultant union applications leading to the Wage Indexation and Minimum Wage and Total Wage Cases which commenced in December 1974 before a Full Bench of the Commission.

Other important matters in which the Office was actively engaged were an appeal to a Full Bench of the Commission by the State of Victoria and its instrumentalities in respect of an order made by Commissioner Vosti in respect of wage rates for certain employees of the State Electricity Commission of Victoria employed under the Metal Trades Award 1952 and the appeal of the Union against an order of Justice Gaudron in respect of a wage decision under the Transport Workers (General) Award 1959.

In addition, the State of Victoria was represented through the Office in proceedings for a National Building Trades Award, and in claims and hearings in respect of the following Federal Awards :—

- The Australian Workers Union (Construction and Maintenance) Award 1969
- The Building Construction Employees and Builders Labourers Award 1973
- The Carpenters and Joiners Award 1967
- The Engine Drivers and Firemen's (General) Award 1968
- The Metal Trades Award 1952
- The Transport Workers (General) Award 1959

Other matters of note to which the Office gave its attention related to salaries and conditions of service in respect of the various awards governing the employment of white collar and professional employees of the State instrumentalities.

INFLATION

Arising out of the Premiers' Conference in July 1974, the Premiers and the Prime Minister announced the formation of working parties of officers to report on suggested methods of curbing inflation.

This Department was directly involved in two of these working parties—Wage Fixation, with particular reference to Wage Indexation, and Multiplicity of Wage Fixing Tribunals. As both working parties had more or less the same membership, joint meetings were held in September 1974 and December 1974.

At the first meeting, the working party agreed to recommend certain steps to the Premiers and the Prime Minister contingent upon the success of the conference on Wage Indexation being conducted by the President of the Commonwealth Conciliation and Arbitration Commission, Mr Justice Moore. This conference had as participants employer organisations, trade union representatives and officers of the Victorian and Commonwealth Governments. The conference was not able to come to a unanimous decision on the form or applicability of wage indexation and was adjourned.

As a result of the failure of the Conference, the Premier advised the Prime Minister that because of the lack of guarantees from the trade union movement that the introduction of wage indexation would remove, at least some, pressure for wage and salary increases, the Victorian Government would not support the move for wage indexation as promoted by the A.C.T.U. and the Commonwealth Government. However, the Premier agreed that the working party on the Multiplicity of Wage Fixing Tribunals should continue and report back to the Premiers and the Prime Minister.

This working party again met during December, 1974. At the time of writing, the report of the working party had not been submitted.

CONSUMER AFFAIRS

LEGISLATION.

There were three Acts passed during the year in relation to consumer affairs.

The Consumer Protection (Unordered Goods and Services Amendment) Act 1974, which came into operation on the 30th April, was an amendment of Section 26 of the Principal Act to facilitate proof of an assertion of a right to payment for a business directory entry or a prescribed service. It is now necessary only to prove that a prescribed document has been received by the complainant.

The Consumer Affairs Act 1974, in operation from 1st January, 1975 dealt with various matters, namely :—

- (a) altered the title of the *Consumer Protection Act 1972* to the *Consumer Affairs Act 1972*, and the title of the Consumer Protection Bureau to Consumer Affairs Bureau;
- (b) prohibited "bait advertising";
- (c) prohibited the use of private postal box numbers in advertising goods and services unless the name and address of the person renting the box is included;
- (d) reinforced the provisions about pyramid selling;
- (e) prohibited "referral selling";
- (f) empowered the making of regulations about packaging of goods;
- (g) required suppliers to provide invoices of goods sold on request of the purchaser;
- (h) various other matters.

The Small Claims Tribunals (Amendment) Act 1974, in force from 1st January, 1975 (except for Section 5, which will come into force on 1st February, 1975) improves the functioning of the tribunals in various ways. For one thing, it is no longer necessary for a debtor to pay a disputed debt and then seek reimbursement through an order of the Tribunal—instead he can pay the money into the Tribunal, which will later be disbursed at the order of the Tribunal. Several other minor administrative improvements were included in the Act.

MINISTRY OF CONSUMER AFFAIRS.

Pursuant to the Ministry of *Consumer Affairs Act 1973*, the Government established the Ministry on the 3rd June, 1974 and appointed the Director of Consumer Affairs the following day.

The objects of the Ministry are generally to protect and promote the interests of consumers and in particular—

- (a) to investigate any matter affecting such interests;
- (b) to initiate recommendations or undertake programmes designed to promote such interests;
- (c) to advise and co-operate with Government Departments, public statutory authorities, municipalities and other persons or bodies concerned with protecting or promoting such interests;
- (d) to initiate, promote and encourage the institution of practices or conduct tending to the better protection of consumers;
- (e) to undertake promote encourage or assist in programmes to assist consumers to be more fully informed about goods and services offered to consumers;
- (f) to administer the *Consumer Protection Act 1972*.

CONSUMER AFFAIRS BUREAU.

The Bureau retained its identity within the ambit of the Ministry of Consumer Affairs as an agency whose main function is to receive complaints from the public and to investigate them with a view of obtaining redress for consumers. In this respect the demands on the Bureau continued to increase ; the number of telephone enquiries increased from about 27,000 in 1973 to some 50,000 in 1974 and written and personally lodged complaints increased from 4,483 in 1973 to about 7,000 in 1974.

In addition to this increased demand by the public on the services of the Bureau, the provisions of the Consumer Protection Act required policing. Consequently nineteen prosecutions were instituted during the year, covering such diverse areas as petrol discounts, furniture sales, false and misleading advertising, pyramid selling and winding back of odometers in motor cars.

In addition, many complaints are awaiting investigation and may result in an increased number of prosecutions in the coming year. A limited amount of overtime and an increase in staff, coupled with the introduction of modern dictation equipment, allowed the Bureau to make considerable headway in face of the continuously increasing demands on its services.

Redress has been obtained for about 75 per cent. of written or personally lodged complaints and has ranged from the issuing of credit notes by retailers for a few dollars to cancellation of contracts involving thousands of dollars. Although only two new Information Bulletins were issued during the year, more than 20,000 copies of past Bulletins were distributed on request, mainly to school groups.

The joint effort of the previous year between the Education Department, the Consumer Affairs Council and the Bureau in developing the subject of Consumer Sociology for a Certificate Course of Business Studies lead to the successful introduction of this subject in the form of a pilot course at a technical college in 1974.

SMALL CLAIMS TRIBUNAL.

Under the provisions of the *Small Claims Tribunals Act* 1973, the Small Claims Tribunal was established on the 4th February, 1974 to arbitrate in disputes between consumers and traders as an alternative to court action. Such court action is a costly and time consuming process and consumers are usually reluctant to take advantage of it, especially when relatively small amounts are involved. The procedures of the Tribunal on the other hand are based on an expeditious, inexpensive and informal adjudication of consumer/trader disputes.

The object of the Act is to bring about settlements by compromise and direct negotiation between the trader and the claimant. If this fails, the Tribunal is empowered to make—

- (a) an order that requires a party to the proceeding before it (other than the claimant) to pay money to a person specified in the order ;
- (b) an order that requires a party to the proceeding before it (other than the claimant) to perform work to rectify a defect in goods or services to which the claim in the proceeding relates. A settlement or an order made by a Tribunal is final and binding on all parties to the proceeding.

A claimant can upon the payment of a \$2 fee to the Registrar or the local Clerk of Courts have his case heard by a referee who can make an order against the trader of up to \$500.

The first hearing before the Tribunal took place on the 18th March, 1974. To date nearly 500 cases have been referred to the Registry for hearing and orders totalling to about \$13,000 have been made against traders. In about 85 per cent. of cases orders were made in favour of consumers. The majority of claims have been heard in Melbourne but hearings have also been conducted in the country centres of Morwell, Pakenham, Geelong, Hamilton and Wonthaggi.

CONFERENCES, SEMINARS AND LECTURES.

The Director, the Chief Executive Officer and some members of the Consumer Affairs Council have accepted a large number of invitations as guest speakers from business associations, educational bodies and various clubs. In addition numerous informal negotiations and conferences with industry representatives took place with the object of developing consumer oriented policies. Co-operation and exchange of information has continued with consumer authorities in other States, culminating in conferences of officers and State Ministers of Consumer Affairs in Sydney.

A further conference of State Ministers of Consumer Affairs and the Commonwealth Attorney-General and the Minister of Science took place in Melbourne on the 29th November, 1974 in order to discuss the implication of the Commonwealth Trade Practices Act on the consumer protection activities already performed in each State.

It is not possible at this stage to evaluate the probable effect of the Commonwealth legislation, or to speculate with any degree of confidence about its validity. It is obvious, however, that the Commonwealth Government intends to play an active part in the market place and in the community at large, with the aid of the funds at its disposal. It is to be hoped that the ordinary citizen will not be too confused by the duplication of function that must inevitably result.

INTERNATIONAL LABOUR ORGANISATION

The 59th Session of the International Labour Organisation was held at Geneva during the month of June, 1974. In accordance with custom, it was Victoria's turn to nominate an officer to join the Australian Government delegation as representative of the States and so I was fortunate to attend the Conference in that capacity. However, what made the experience more notable was that 1974 was the start of a new practice, in that a State Minister also was to be included in the Australian Government delegation each year, starting with the State of Victoria. Thus you, Mr. Minister, were the first State Minister to attend an I.L.O. Conference in that capacity.

After extensive deliberation, the Conference proposed Conventions and/or Recommendations on the following matters :—

Organisations of Rural Workers and Their Role in Economic and Social Development.
Migrant Workers.

Human Resources Development—Vocational Guidance and Vocational Training.

It also adopted instruments in respect of Paid Educational Leave and the Control and Prevention of Occupational Cancer.

The majority of the instruments of the International Labour Organisation relate to matters of universal interest, such as social security, safety and hygiene, freedom of association, protection of women, etc. In Australia as in other federations, ratification is made difficult by the need for the Commonwealth Government to obtain the consent of all States before ratification of measures affecting the States. As at 31st December, 1974, Australia had ratified 41 Conventions out of 137 effectively in operation.

During 1974, Australia became the first member country to ratify Convention No. 137 concerning the social repercussions of new methods of cargo handling in docks. It also ratified Convention No. 100 (Equal Remuneration) and having done so has now ratified all the basic "human rights" Conventions of the International Labour Organisation.

INTERNATIONAL LABOUR CONVENTION No. 111

This Convention relates to discrimination in employment and occupation on the grounds of race, colour, sex, religion, political opinion, national extraction or social origin.

In June, 1973, the Commonwealth Government after obtaining agreement from the States notified the International Labour Organisation of its acceptance of this Convention and its preparedness to ratify. The Convention was ratified by Australia on 15th June, 1973.

In order to implement the policy of non-discrimination, Committees on Discrimination in Employment and Occupation were established by the Commonwealth Government. There are six State committees and a national committee which acts as a co-ordinating body and reports to the Minister for Labor and Immigration.

Membership of the Victorian Committee follows the same pattern as in the other five States, i.e., an independent chairman and one representative of each of the following—trade unions, employers, the Victorian Government and the Commonwealth Government. The Victorian Government representative on the Committee is the Assistant Secretary of this Department.

The role of the State committees is investigatory, conciliatory and educative. It operates without legal sanctions and follows norms set out in the Convention.

The Committee meets once every three weeks and has taken part in nationwide publicity and has an educational role designed to eliminate discrimination from our society. In this regard it works in close co-operation not only with the organisations which nominate representatives to the Committee but also with special interest and ethnic groups in the community.

As a result of the publicity campaign, the Committee receives complaints from individuals in which discrimination is alleged. These complaints are investigated by officers of the Commonwealth Department of Labor and Immigration attached to the Committee and reports of the investigating officers are considered. If a *prima facie* case of discrimination in the terms of the Convention is found to have been established, the Committee attempts to conciliate between the parties, and may invite the parties to discuss the matters with the full Committee or a sub-committee of members.

Should the conciliation process fail, the case is referred to the National Committee for consideration and conciliation. Should this be not successful, the case may be referred to the Commonwealth Minister for Labor and Immigration who may report the circumstances of the case to the Parliament of the Commonwealth of Australia.

In the first year of operation, the Victorian Committee found that most allegations of discrimination were concerned with women, followed by allegations of discrimination according to race and national extraction.

CONFERENCES

State and Commonwealth Ministers of Labour.

The Ministers met twice during the year.

At the Melbourne meeting on 22nd February, the Ministers discussed the labour market, absenteeism and productivity, long service leave on a national basis and schemes of pre-employment work experience.

At the subsequent meeting in Brisbane on 30th August, discussion continued on these matters. In addition, wage fixation and indexation and International Labour Conferences were covered in discussion.

State Ministers of Labour.

The State Ministers of Labour met at Mt. Isa on 3rd July and discussed matters of common concern to their administrations.

The principal areas of discussion were—

- flammable clothing and textile products
- training and apprenticeship
- uniformity in standards of physical working conditions and safety in rural industry.

State Ministers for Consumer Affairs.

The first meeting of all State Consumer Ministers was held in Sydney on 6th June and established a framework for future co-operation and joint action by the States in the area of consumer affairs. The Ministers discussed matters common to their administrations, including—

- unfair trade practices
- misleading advertising
- consumer education
- refund of bond money
- labelling of clothing and fabrics
- minimum quality standards for furniture

The second such meeting was held on 29th November in Melbourne. Appropriate Commonwealth Ministers attended by invitation and it was sought to establish lines of demarcation and of co-operation between the States and the Commonwealth to avoid duplication. The rationalisation of consumer education material produced by the various States and Commonwealth was also discussed.

Departments of Labour Advisory Committee.

The Committee comprising the Permanent Heads of the State and Commonwealth Departments, met on 2nd and 3rd April in Adelaide. Matters discussed included general developments in the labour field, industrial training, industrial safety and safety in rural industry, and ratification of International Labour Organisation Conventions.

Australian Apprenticeship Advisory Committee.

The annual meeting of the Committee was held in Perth on 1st and 2nd October. The principal areas of discussion were—

- National Apprenticeship Assistance Scheme
- National Employment and Training System
- The apprentice employment situation
- Modular training

GENERAL ADMINISTRATION

ACCOMMODATION.

Unfortunately, in this respect my report is the same as it was last year. While most units of the Department are now housed in adequate offices, both in the city, the suburbs and the provinces, the "head office" units remaining at 110 Exhibition Street continue to try to cope with substandard conditions, in the face of constant complaints from public and staff.

In my last report I said, "It is hoped that this situation can be resolved before the writing of the next Annual Report". I can only repeat that now.

DECENTRALISATION.

Pursuant to Government policy, the possibilities of further decentralising the Department's administration have been examined.

So far as the metropolitan area is concerned, the district offices of the Factories and Shops Inspectorate appear to be successful—the Northern District at Preston, Eastern District at Box Hill and South-Eastern District at Dandenong. Perhaps a Western District office may be established at a suitable location, but that appears to be about the limit.

For the rest of the State, I firmly believe that the establishment of regional offices of the Department at the principal centres should be the long-term objective, and action to achieve this will be taken as and when the occasion arises. The nearest approach we yet have to a regional office is at Geelong, where there are elements of the Factories and Shops Inspectorate, Lifts and Cranes Inspectorate, Boilers and Pressure Vessels Inspectorate and Apprenticeship Commission occupying a departmental office and utilising common supporting services.

PERSONNEL.

In my last report I made mention of the series of senior appointments that followed the retirement of Mr M. Walsh from the Permanent Headship of the Department late in 1972. A similar situation occurred during 1974 consequent on the creation of a new office of Assistant Secretary. The office of Assistant Secretary, occupied by Mr P. F. Prior, was redesignated Deputy Secretary and Mr W. R. Donohoe was appointed to the new office of Assistant Secretary. Mr J. L. Speedy, formerly Assistant Chief Inspector of Factories and Shops, was appointed Chief Inspector of Factories and Shops and Mr J. C. Scully was appointed Chief Industrial Officer.

It is of note that Mr Speedy and Mr Scully both commenced their careers in the Department as Inspectors of Factories and Shops, and are the first of such inspectors to reach the level of Divisional Head. Another matter of note is that in 1974 for the first time a woman Inspector of Factories and Shops was appointed as Supervising Inspector of an inspection district.

In the Ministry of Consumer Affairs, the Governor-in-Council appointed Mr G. N. Geschke as Director of Consumer Affairs and Mr M. Walsh as Referee of Small Claims Tribunals.

Two officers of the Department travelled abroad on duty during the year. As mentioned earlier in this report, I was a member of the Australian Government delegation to the International Labour Conference at Geneva in June. I also attended the World Congress on Industrial Accidents and Diseases at Dublin in May and undertook specific inquiries into industrial matters and consumer affairs in Britain and the principal countries of Western Europe.

The Director of the Office of Industrial Relations Co-ordination (Public Employing Authorities), Mr K. W. McDermott, was a member of the Metal Trades Industry Association's "Industrial Relations Study Tour" of Western Europe and the U.S.A. during September.

The Division of Apprenticeship had an increase in staff of two Apprenticeship Supervisors and one support staff brought about largely by the increase in the number of apprentices during 1974 which brought with it a need for additional supervision of the conditions of apprenticeship together with a growth in the processing of data concerning apprenticeship.

The Division of Industrial Relations, as a result of increased demand by the public for information concerning wages and conditions, an increasing number of industrial complaints and meetings of Wages Boards, was increased in established strength from 30 to 37. The Industrial Information Service of the Division has increased in staff from four to ten over the past two years. During the same period, the number of telephone inquiries answered per year has risen from approximately 75,000 to approximately 124,000 and personal enquiries have increased from approximately 5,000 to approximately 12,000.

Division of Inspection Services. Staff was increased by nine Inspectors of Factories and Shops (two Senior, one Supervising and six other Inspectors) and four support staff, three of whom were Typist/Receptionists and have been appointed to the Department's offices at Ballarat, Bendigo, and Dandenong. With the one typist/receptionist at Geelong, these appointments provide general service to the public and to departmental officers employed in the district.

Division of Technical Services. On 1st August 1974, the *Scaffolding Act 1971* was proclaimed and the Scaffolding Inspectorate was established in the Division of Technical Services under the control of the Chief Engineer. This Division now provides consultative advice and administers legislation concerning lifts and cranes, boilers and pressure vessels and scaffolding.

The Division was further strengthened with the creation of three additional offices of professional engineer, with a view to increasing the professional and technical service the Department can provide to the public.

Staffing the Department.

In the course of 1974, the Department's established strength grew to meet the increasing demands of the public for information and service. These increases were reflected in all Divisions and were largely achieved in those areas providing direct contact with the public (e.g., the various inspectors, industrial information officers) and in the necessary support staff.

GRADUATES IN ADMINISTRATIVE DIVISION OFFICES.

Graduate Trainees.

An interesting development during 1974 was the employment on secondment from the Public Service Board of two Administrative Division Graduate Recruits. Both these officers were employed in several branches of the Department on specific projects under the direct supervision of the Division or branch head. These projects included the metrication of regulations and a survey of absenteeism in the Department.

Both officers commenced with the Department in March 1974 and by the end of the year had been promoted to offices in the Department.

This scheme has been in operation throughout the Public Service since 1972 and 1974 was the first year in which this Department was able to participate. It is with some regret that the news has been received that the scheme will not operate in the same form in 1975.

At page 81 of the First Report of the Board of Inquiry into the Victorian Public Service, Table D "Distribution of graduates by department and classification" showed the following for the Department of Labour and Industry at 1st March 1974.

ADMINISTRATIVE DIVISION : CLASS—

A1.	A.	B1.	B.	C2.	C1.	C.	E-D.	Total.
5	1	1	3	1	11
At 31st December 1974, the figures are—								
*4	1	1	3	1	—	5	1	16

*In addition, one First Division officer.

NOTE : Both sets of figures include 2 graduate officers of the Ministry of Consumer Affairs.

In addition, the Department has five officers who possess tertiary qualifications but are not graduates.

It is thought that the creation of additional offices will be needed in the future to increase the research and development facilities of the Department. As alluded to earlier in this report, the availability of two graduate supernumerary officers, enabled a number of research and development projects to be undertaken. This exercise confirmed the need for continuing programmes of investigation which cannot be undertaken with the present staff resources without weakening other areas of administration.

PUBLIC SERVICE ACT

No report on the working of a Department of the Victorian Public Service for the year 1974 would be complete without reference to the First Report of the Board of Inquiry into the Victorian Public Service. This report (commonly known as the (first) "Bland Report" after Sir Henry Bland who was appointed as Board of Inquiry by Order in Council made on 2nd October, 1973) was directed " Basically . . . to the Reform of the *Public Service Act* 1958 as amended " (extract from the statement of presentation of the final report).

The report followed an intensive study of the organisational structure and role, management and staffing of the Public Service and contained a prospectus for change in the Service, to enable it to meet the challenges of a changing society. Among other Permanent Heads, I made detailed submissions to the Board on the subject matters of the inquiry.

There is no need to canvass again the recommendations contained in the first report of the Board ; suffice it to say that the publication of the first report triggered off a wide ranging debate which culminated in the enactment of the *Public Service Act* 1974 in December, 1974.

Among the major changes to be introduced under the new Act is one which will have far reaching effects on the administration of this and all other Departments ; that is, the increased responsibility and authority vested in the Permanent Head of each Department with regard to staffing of the organisation under his control. This function will require the further development of true personnel activities within the Public Service and a movement beyond the old staff clerk, record keeping concept to embrace, among other things, staff selection techniques, development, manpower policy, organisational review and continuing methods evaluation.

This is not meant to imply that none of these activities have been undertaken in the past, but to highlight what it is thought will be the new areas of emphasis.

The Act, commendably, recognises the pressure under which the Public Service Board has operated in performing its many functions. It gives to Permanent Heads a larger responsibility for the filling of vacant offices and together with the Board, the responsibility for determining whether the Public Service can in each case produce the most suitable person for appointment to the vacant office. There again, the transfer of responsibility to the Permanent Head will require the development of personnel practices designed not only to improve the efficiency of departmental operations but also to protect the rights of officers in the Service who have in their service established that they are qualified and suitable and have the potential for future development.

One other significant function which has been transferred in part from the Board is that of hearing and determining appeals against non-recommendation for promotion. This is to be achieved by the establishment of one or more Promotions Appeals Boards, which will deal with appeals by officers of the proposed Second and Third Divisions. The establishment of these Boards will add to the importance of the broad personnel expertise which departments will need to develop.

The *Public Service Act* 1974 is the first major overhaul of this Act since 1945 and follows the first detailed inquiry into the Public Service since the report of a Board of Inquiry in 1926.

To some, the provisions of the 1974 Act do not go far enough ; to others, they go too far. However, it is now with us and the effects are likely to be experienced early in 1975. It is to be hoped that a system of periodic reviews of the Service will be established in order that deficiencies may be more readily identified and remedied. In other words, the system itself should have built into it a procedure for regular review.

STATISTICAL INFORMATION

DEFINITIONS.

The following definitions apply to the Tables included in this Part :—

“Factory.”—A factory is defined by the Labour and Industry Act as being “any premises or place where any manufacturing process is carried on and where—

(a) two or more persons are directly or indirectly employed in such process (whether on their own account or behalf or for hire or reward); or

(b) if—

(ii) stream water gas oil or electric power (exceeding 4 Kilowatts) is used in any manufacturing process ; or

(iv) any process is used involving mixing or pasting or smelting in connexion with the manufacture or repair of electric accumulators or involving the use of a compound of lead ; or

(v) any bread or pastry is made or baked for trade or sale or any confectionery or cereal food for human consumption is prepared or manufactured for trade or sale ; or

(vi) fish or poultry are prepared for trade or sale by wholesale—one or more persons is so employed—

and includes any premises or place where electricity is generated or mechanically transformed for the supply of heat or light or power or where coal gas is made and any clay pit or quarry worked in connexion with and occupied by the occupier of any pottery or brickyard ; but does not include any part of a poultry farm where poultry are not dressed for trade or sale by wholesale or the premises of an outside worker who is licensed under this Act."

“*Shop.*”—A shop is defined by the Labour and Industry Act as being—“any building or place or portion of a building or place or any stall tent vehicle or pack in which goods are exposed or offered for sale by retail, and includes any rooms of hairdressers or barbers, boot repairers’ shops, the rooms of dyers and clothes cleaners commonly known as dyers’ shops and clothes cleaners’ shops and of agents of any such dyer or clothes cleaner, lending libraries, undertakers’ establishments and the rooms of tailors or photographers”.

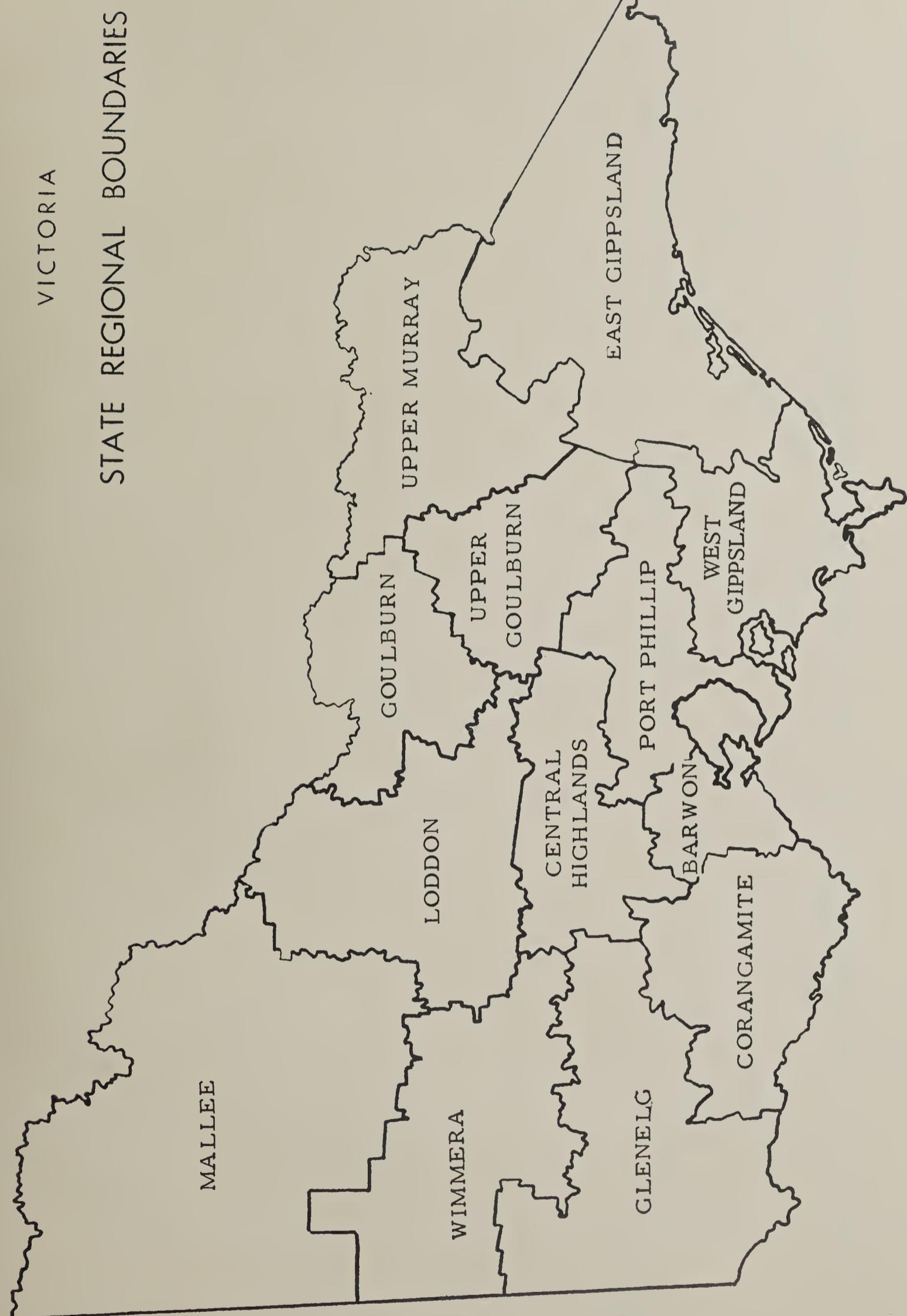


TABLE I.—TRADE AND REGIONAL CLASSIFICATION OF FACTORIES REGISTERED DURING 1974 AND PERSONS EMPLOYED THEREIN.

Class of Industry.	Mallee Region.			Wimmera Region.			Glenelg Region.			Corangamite Region.			Loddon Region.			Central Highlands Region.			Port Phillip Region.									
	Number of Employees.			Number of Employees.			Number of Employees.			Number of Employees.			Number of Employees.			Number of Employees.			Number of Employees.									
	Number of Factories.	Males.	Females.	Number of Factories.	Males.	Females.	Number of Factories.	Males.	Females.																			
A. Treatment of Non-Metalliferous Mine and Quarry Products ..	9	82	3	85	9	33	1	34	15	42	3	45	10	31	1	32	24	106	5	100	188	2,937	290	3,227				
B. Bricks, Pottery, Glass, &c. ..	3	21	3	24	2	30	2	32	1	10	1	11	2	4	4	4	7	50	7	57	6	241	28	269	151	4,014	649	4,663
C. Chemicals, Dyes, Explosives, Paints, Oils and Grease ..	2	26	1	27	3	11	..	11	2	100	..	100	1	2	..	2	5	10	2	12	5	43	5	48	331	9,411	3,451	12,862
D. Industrial Metals, Machines, Conveyances ..	195	1,056	177	1,233	212	989	80	1,069	159	724	78	802	162	815	73	888	203	951	75	1,056	255	3,450	417	3,867	5,349	106,972	26,870	133,842
E. Precious Metals, Jewellery and Plate ..	1	1	1	2	..	2	1	..	2	..	2	1	1	..	1	174	1,546	746	2,292	
F. Textile and Textile Goods (Not Dress)	72	670	279	949	56	295	88	383	45	1,306	126	1,432	80	926	63	989	111	1,017	242	1,259	135	1,179	423	1,602	1,317	23,467	12,231	35,698
G. Skins and Leather (Not Clothing or Footwear) ..	14	46	57	103	14	21	115	136	17	36	109	145	18	456	764	1,220	22	99	451	550	32	344	662	1,006	1,484	9,254	26,852	36,106
H. Clothing (Except Knitted) ..	22	65	15	83	15	41	4	45	22	88	28	116	21	86	19	105	19	60	11	71	18	69	19	88	191	1,604	653	2,257
I. J. I. Bread Bakeries ..	72	71	2	73	38	191	7	198	39	271	19	290	37	220	12	232	46	306	11	317	78	575	34	609	702	7,405	1,403	8,808
J. K. L. Other Food, Drink and Tobacco ..	9	90	27	117	10	56	7	63	7	30	10	40	8	69	8	77	18	101	13	114	19	405	58	463	843	16,367	6,394	22,761
M. Paper, Stationery, Printing, Bookbinding, &c. ..	6	20	1	21	7	35	..	35	6	42	2	44	6	44	7	26	..	26	5	12	..	12	106	5,737	1,441	7,178		
N. Rubber
O. Musical Instruments ..	1	2	..	2
P. Miscellaneous Products ..	1	1	1	1	1	2
Q. Heat, Light and Power ..	1	1	1	1	1	2
Totals	360	2,157	569	2,726	386	1,931	465	2,396	328	2,836	514	3,350	358	2,903	1,060	3,963	488	3,445	1,338	4,783	620	7,300	2,793	10,093	12,772	221,637	105,275	326,912

TABLE I.—TRADE AND REGIONAL CLASSIFICATION OF FACTORIES REGISTERED DURING 1974 AND PERSONS EMPLOYED THEREIN—*continued.*

NOTE.—The figures shown in the above table are not intended to accurately reflect the employment situation in factories in Victoria. Procedures used in the compilation of this information sometimes produce figures which differ from current employment trends in particular industries in some regions.

TABLE II.—TRADE AND REGIONAL CLASSIFICATION OF SHOPS REGISTERED DURING 1974 AND PERSONS EMPLOYED THEREIN.

Class of Shop.	Mallee Region.			Wimmera Region.			Glenelg Region.			Corangamite Region.			Loddon Region.			Central Highlands Region.			Port Phillip Region.			
	Number of Employees.			Number of Employees.			Number of Employees.			Number of Employees.			Number of Employees.			Number of Employees.			Number of Employees.			
	Shop No.	Males.	Females.	Shop No.	Males.	Females.	Shop No.	Males.	Females.													
Foodstuffs.—																						
A. Grocers	42	163	231	394	23	72	85	157	24	200	165	34	126	226	352	64	201	49	1,127	423	5,623	
B. Butchers	47	101	19	120	25	60	77	40	106	98	28	134	44	162	32	194	86	187	34	2,998	810	
C. Fish	4	5	3	8	3	4	4	4	4	9	3	4	8	10	8	15	27	24	51	543	1,368	
D. Bread, Cakes and Confectionery	100	82	183	265	16	23	91	139	87	84	156	84	190	274	109	118	191	115	304	3,284	6,385	
E. Dairy Produce, Cooked Meats	8	16	16	23	6	3	17	20	7	7	14	21	4	3	1	4	5	12	16	464	10,184	
F. Fruit and Vegetables	16	18	15	33	11	13	12	25	15	22	15	22	20	19	24	43	56	101	12	464	1,430	
G. Others	47	48	70	118	48	70	62	137	50	64	124	188	72	96	156	252	109	146	206	352	9,982	
Hairdressers and/or Tobacconists.—																						
H. Hairdressers	41	29	47	76	45	27	62	89	38	23	50	73	57	33	78	111	76	47	103	150	90	52
J. Jewellery	16	23	33	56	17	16	16	32	18	17	26	43	16	27	20	47	20	27	40	77	768	917
Clothing, Drapery, &c.—																						
K. Clothing	65	76	148	224	66	58	144	202	58	38	97	135	63	126	237	363	100	217	497	791	3,596	9,346
L. Footwear—Sales	15	17	29	46	16	12	30	42	17	20	24	44	24	16	21	31	52	24	31	57	708	1,158
M. Footwear—Repairs	2	2	2	2	2	2	3	3	1	2	1	2	2	1	2	7	5	4	13	6	24	172
Hardware and Builders' Supplies.—																						
N. Hardware, &c.	45	130	61	191	50	123	42	165	24	87	22	109	43	125	49	174	48	159	52	211	60	221
O. Electrical Goods	37	102	27	129	38	95	31	126	34	71	27	98	39	118	35	153	44	143	39	182	47	127
Furniture and Floor Coverings.—	14	81	60	141	19	45	17	62	14	40	8	48	16	60	23	83	27	76	39	115	37	82
P. Furniture and Floor Coverings	14	81	60	141	19	45	17	62	14	40	8	48	16	60	23	83	27	76	39	115	37	82
Motor Vehicles, &c.—																						
R. Motor Cars—New and Used	28	111	32	143	13	42	11	53	15	52	14	66	16	83	27	110	23	54	17	71	42	122
S. Petrol, &c.	87	165	67	232	90	269	67	336	83	216	59	275	85	213	55	139	99	414	175	417	111	528
T. Others	35	116	17	133	25	79	14	93	33	78	12	90	36	121	17	138	46	159	45	199	126	149
Other Goods.—																						
U. Booksellers and Newsagents	16	23	32	55	17	32	54	86	22	25	42	67	17	26	38	41	64	30	110	47	69	834
V. Chemists	30	41	91	132	24	29	89	118	22	29	55	84	31	114	227	318	41	95	39	136	131	1,249
W. Mixed Goods and Others	175	319	370	689	170	294	237	531	237	309	324	633	318	410	318	372	370	41	921	478	443	1,540
Totals	870	1,659	1,551	3,210	799	1,429	1,163	2,592	765	1,375	1,181	2,556	938	1,885	1,649	3,534	2,301	2,204	4,505

TABLE II.—TRADE AND REGIONAL CLASSIFICATION OF SHOPS REGISTERED DURING 1974 AND PERSONS EMPLOYED THEREIN—*continued.*

Class of Shop.	Barwon Region.			Goulburn Region.			Upper Goulburn Region.			West Gippsland Region.			Upper Murray Region.			East Gippsland Region.			Total All Regions.		
	Number of Employees.			Number of Employees.			Number of Employees.			Number of Employees.			Number of Employees.			Number of Employees.			Number of Employees.		
	Shops. Number of	Males.	Females.	Total.	Shops. Number of	Males.	Females.	Total.	Shops. Number of	Males.	Females.	Total.	Shops. Number of	Males.	Females.	Total.	Shops. Number of	Males.	Females.	Total.	
Foodstuffs.—																					
A. Grocers	79	318	520	838	31	128	208	336	27	51	84	135	24	107	166	273	18	88	157	1,606	
B. Butchers	84	194	56	260	57	134	206	322	16	72	16	218	24	106	166	2,069	14	109	109	6,070	
C. Fish	41	33	73	103	10	8	148	245	2	48	4	9	8	11	11	20	9	11	11	2,673	
D. Bread, Cakes and Confectionery	173	185	647	832	88	97	148	245	56	56	48	146	169	283	86	258	89	105	136	5,704	
E. Dairy Produce, Cooked Meats	10	18	39	57	3	4	3	6	3	3	3	8	15	27	44	44	4	15	15	685	
F. Fruit and Vegetables	32	44	52	96	20	19	31	50	13	13	16	29	43	48	17	78	12	20	10	1,652	
G. Others	178	221	374	595	84	81	162	243	46	54	54	99	153	206	317	523	61	78	171	1,135	
Hairdressers and/or Tobacconists.—																					
H. Hairdressers	101	70	187	257	59	54	90	144	35	19	36	55	90	145	210	40	25	52	77	34	
Jewellery.—																					
J. Jewellery	30	40	57	97	16	28	30	58	11	13	17	30	36	32	77	109	15	26	24	50	
Clothing, Drapery, &c.—																					
K. Clothing	130	216	533	749	83	91	268	359	47	43	84	127	160	126	354	480	59	38	131	215	
L. Footwear—Sales	24	30	98	128	32	33	62	95	15	9	25	34	39	43	15	121	59	11	18	34	
M. Footwear—Repairs	13	14	5	19	5	5	3	8	4	4	3	7	5	4	2	6	2	5	1	6	
Hardware and Builders' Supplies.—																					
N. Hardware, &c.	67	192	89	281	58	170	39	209	20	52	24	76	74	269	87	356	29	78	28	106	
Electrical Goods.—																					
O. Electrical Goods	41	82	44	126	47	52	117	169	20	32	14	46	67	152	50	202	26	67	18	85	
Furniture and Floor Coverings.—																					
P. Furniture and Floor Coverings	40	119	46	165	19	62	23	85	11	36	21	57	49	99	57	156	9	32	10	42	
Motor Vehicles, &c.—																					
R. Motor Cars—New and Used	42	178	37	215	17	88	13	41	5	46	34	128	25	153	14	70	15	85	19	66	
S. Petrol, &c.	138	307	89	396	98	402	18	85	5	46	319	189	45	65	98	239	63	302	12	264	
T. Others	44	201	35	236	43	163	37	200	16	56	56	190	219	29	16	89	105	31	103	11	
Other Goods.—																					
U. Booksellers and Newsagents	45	59	115	174	24	31	64	95	12	14	25	39	36	40	98	138	47	76	12	1,135	
V. Chemists	58	78	204	282	31	57	96	153	17	24	59	153	173	57	83	256	605	22	19	1,650	
W. Mixed Goods and Others	263	754	1,007	1,761	201	438	130	462	130	168	158	351	326	351	446	687	1,292	446	275	474	2,460
Totals	
	1,633	3,360	4,277	7,637	1,025	2,129	1,989	4,118	608	978	897	1,875	1,796	3,297	3,222	6,519	783	1,513	1,396	2,596	
																	751	1,423	1,173	41,948	
																				85,036	
																				86,538	
																				171,574	

NOTE.—The figures shown in the above table are not intended to accurately reflect the employment situation in shops in Victoria. Procedures used in the compilation of this information sometimes produce figures which differ from current employment trends in particular industries in some regions.

TABLE III.—OPERATIONS OF WAGES BOARDS DURING 1974.

Wages Boards.							
Title of Board and Chairman. Code : (C) for D. C. Cullen ; (S) for R. Saker ; (T) for J. C. Thomas.							Number of Meetings.
Aerated Water Trade (C)	2
Agricultural Implements (S)	3
Agricultural and Pastoral Workers (T)	2
Ambulance Services (C)	5
Ambulance Superintendents (C)	1
Animal Manure (C)	3
Asbestos Cement Workers (S)	2
Bagmakers (C)
Bedstead and Oven Makers (S)	3
Biscuit (T)	4
Boarding School Employees (T)	3
Boilermakers (S)
Boot (C)	2
Boot Repairers (T)	3
Bread Carters (C)	3
Bread Trade (C)	2
Bricklayers (S)	8
Brick Trade (T)	3
Brushmakers (C)	1
Builders' Labourers (S)	14
Building Contracts Salesmen (S)	1
Building Sheets (Compressed Straw) (S)	1
Bulk Grain Workers (T)	3
Business Equipment (Technical Services) (S)	2
Butchers (C)	6
Butter Factories and Condenseries (C)	3
Canteen Workers (T)	9
Caretakers (T)	1
Carpenters (S)	8
Carters and Drivers (S)	7
Cement (T)	3
Cement Articles (T)	5
Cemetery Employees (S)	3
Chaffcutters (C)
Chemists Shops (S)	8
Child Care Workers (C)	5
Cigar Trade (T)
Cleaners (T)	2
Clerks (Credit Societies) (T) (a)	4
Clothing Trades (C)	2
Clothing and Footwear Shops (T)	8
Commercial Artists (S)
Commercial Clerks (T)	18
Commercial Travellers (S)	3
Confectioners (T)	2
Cordage (C)
Cork Trade (C)	3
Country Fire Brigade Officers (S)	4
Country Printers (S)	1
Dairy Farm Workers (T)	1
Dental Technicians (T)	8
Dockmens (S)	4
Draughtsmens (T)	2
Dyers and Clothes Cleaners (C)	2
Electrical Trade (S)	4
Electrical, Furniture and Hardware Shops (T)	8
Electroplaters (S)
Engineers and Brassworkers (Unskilled) (S)
Engineers (Skilled) (S)
Engravers (S)
Entertainment Employees (Performers) (S)	2
Excavation or Road Work (T)	4

TABLE III.—OPERATIONS OF WAGES BOARDS DURING 1974—*continued.*

Wages Boards.								Number of Meetings.
Title of Board and Chairman. Code: (C) for D. C. Cullen; (S) for R. Saker; (T) for J. C. Thomas.								
Factory Engine-Drivers (T)	8
Farriers (T)	4
Fibrous Plasterers (S)	7
Filemakers (S)
Fire Brick and Refractories (T)	3
Firefighters (S)	8
Fire Brigade Officers (S) (d)	4
Fish (C)	3
Flock (C)	3
Floor Coverings (Printed Felt Base) (T)	1
Food Shops (T)	8
Frozen Goods (C)	4
Fruit Growers (T)	1
Fruit Packing (T)	3
Fuel and Fodder (T)
Furnishing Trades (T)	4
								6
Garden Employees (C)	
Gas Meter (S)	
Gas Works (C)	
General (C)	
General Shops (T)	
Glass Workers (C)	
Glue and Gelatine (C)	
Graphic Arts (S)	
Grocers Sundries (T)	
								2
Hairdressers (T)	
Horsehair (C)	
Hospital Administrative Officers (C)	
Hospital and Benevolent Homes (C)	
Hospital Dental Officers (T)	
Hospital Managers (C)	
Hospital Medical Ancillary Services (C)	
Hospital Pharmacists (T)	
Hospital Resident Medical Officers (C)	
								3
Hospital Scientists (S)	
Hospital Senior Medical Officers (C)	
Hotel, Restaurant and Boarding Houses (T)	
								5
Ice (C)	
Ice Cream (C)	
Industrial Gases (S)	
Iron Moulders (S)	
Iron and Steel Rolling (S)	
								2
Jam Trade (T)	
Jewellers (S)	
Journalists (S)	
								4
Kindergarten Assistants (C)	
Kindergarten Teachers (C)	
Knitting Trade (C)	
								3
Laundry Workers (T)	
Law Clerks (T)	
Lift (C)	
Limeburners (T)	

TABLE III.—OPERATIONS OF WAGES BOARDS DURING 1974—continued.

Wages Boards.								Number of Meetings.	
Title of Board and Chairman. Code : (C) for D. C. Cullen ; (S) for R. Saker ; (T) for J. C. Thomas.									
Mannequins and Models (S)	2	
Manufacturing Chemists (C)	3	
Marine Stores (C)	1	
Meat Preservers and Vegetable Oil Processors (C)								4	
Millet Broom (C)	1	
Mineral Earths (C)	8	
Mining Engine-Drivers (S)	1	
Mothercraft Nurses (C)	4	
Motor Drivers (S)	8	
Motor Requisites (T)	2	
Musicians (S)	1	
Nailmakers (S)		
Newsvendors (T)		
Nickelware (S)		
Non-ferrous Metals (S)		
Nurserymen's (C)	5	
Off-Course Totalizator Employees (T)		
Optical Workers (S)		
Paint and Colour (C)		
Painters (S)		
Paper		
Pastrycooks (T)		
Pest Control (T)		
Photographers (S)		
Photographic Goods (S)		
Plasterers (S)		
Plaster of Paris (S)		
Plastic Moulding (C)	2	
Plumbers (S)	11	
Port Emergency Service (S)	6	
Port Security Officers (T)	5	
Pottery (T)	5	
Poultry (C)	3	
Poultry Farm Workers (T)	3	
Pre-Mixed Concrete (T)	2	
Pre-School Play Leaders (C)	2	
Process Engravers (S)	3	
Production Planning (T)	2	
Quarry (T)		
Rabbit Processing (C)		
Radio (S)		
Radio Announcers (S)		
Real Estate Salesmen's (S)		
Registered Nurses (C)		
Retail Dairy (C)		
Road Patrolmen's (S)		
Roofing Tiles (T)		
Rubber Trade (C)		
Saddlery, Leather and Canvas Workers (C)				
Saltworkers (T)		
Sand Pit (T)		
Sausage Casings (C)		
Scientific and Technical Workers (T)		
Seamens (S) (f)		
Sewage Distribution (S)		
Sewer Builders (S)		

TABLE III.—OPERATIONS OF WAGES BOARDS DURING 1974—*continued.*

Wages Boards.								Number of Meetings.
Title of Board and Chairman. Code : (C) for D. C. Cullen ; (S) for R. Saker ; (T) for J. C. Thomas.								
Shearing Industry (T)	2
Sheltered Workshop Assistants (C) (a)	1
Slater's and Tilers (S)	6
Slaughtering for Export (C)	2
Social Workers (C)	2
Softgoods—Wholesale (C)	2
Special Service Firemen's (S)	3
Sports Ground Maintenance (C)	6
Stonecutters (S)	6
Storemen, Packers and Sorters (T)	15
Sugar Refiners (T)	4
Synthetic Filament Yarn (C)	4
 Tanners (C)	1
Tanners (Furred Skins) (C)	1
Tar and Bitumen (C)
Teachers (Day Training Centres) (C)	2
Teachers (Girls' Schools) (C)	3
Tea Packing (T)	8
Tennis Strings (C)	2
Theatre Managers (S)
Tilelayers (S)	7
Tinsmiths (S)
Totalizator Employees (T)	2
Tow Truck Drivers (S)
 Underground Clay Mining (S)	1
Undertakers (S)	6
 Vegetable Growers (T)	2
Vehicle Building Industry (C)	2
Veterinary Assistants and Animal Attendants (T) (a)	2
 Watch Cases (S)
Watchmakers (S)	3
Watchmen's (T)	2
Waterfront Watchmen's (T)
Wharfs and Jetties (S)	7
Wholesale Grocers (T)	5
Wire Fence and Tubular Gate (S)
Wireworkers (S)
Wireworking (Rylands and Nastan) (S) (g) (o)	3
Woodworkers (C)	1
Woollen and Cotton Trade (C)	4
 Totals	719

NOTES.—(a) New Board.

(b) No Determination in force.

(c) Metropolitan Fire District.

(d) Port Phillip Bay, Hobson's Bay, Corio Bay, the Port of Melbourne, the Port of Geelong, and Geelong Harbor, Westernport Bay and the Port of Portland.

(e) Extension of area of application of Determination.

(f) Alteration to short title.

TABLE IV.—ANALYSIS OF PROSECUTIONS TAKEN DURING 1974.

Particulars of Offence.	Number of Cases.	Convictions.			Arrears Ordered to be Paid.	Withdrew.	Struck Out.	Adjourned	Dismissed.	
		Number.	Fines.	Costs.					Number.	Costs against Department.
<i>Labour and Industry Act 1958</i>			\$	\$	\$					\$
Underpayment of Wages ..	53	19	470	729	9,428	26	6	..	2	25
Annual Holiday Pay ..	79	30	785	643	4,702	33	12	..	4	..
Pay in Lieu of Notice ..	9	5	110	107	352	2	1	..	1	..
Long Service Leave ..	10	2	60	140	1,260	7	1	500
Factories—										
Employing child in factory ..	5	5
Occupying unregistered factory ..	4	3	85	121	1
Failing to guard dangerous machinery ..	112	107	9,035	3,193	3	2	30
Failing to report accident ..	14	14	350	24
Shops—										
Offences relating to trading hours ..	91	68	2,395	65	..	1	..	22
Other miscellaneous offences ..	15	8	345	63	..	5	..	2
<i>Apprenticeship Act 1958</i> —										
Underpayment of apprentice ..	2	2
Employment of unapprenticed person under 21 ..	3	2	1
Failing to notify Secretary of employment of apprentice ..	1	1	20	21
<i>Boilers and Pressure Vessels Act 1970</i>									
Miscellaneous offences ..	7	7	400	192
<i>Lifts and Cranes Act 1967</i> —										
Miscellaneous offences ..	24	13	1,475	278	..	10	..	1
<i>Consumer Protection Act 1972</i>										
Failing to display correct discount sign ..	4	3	170	135	1
Failing to display full cash price ..	4	4	175	95
Asserting right to payment for directory entry ..	1	1	200	108
Offences relating to false trade description ..	7	5	160	273	..	1	1	..
	445	292	16,235	6,187	15,742	87	20	35	11	555

TABLE V.—SUMMARY OF INSPECTION ACTIVITIES DURING 1974.

PART I.—INSPECTORS OF FACTORIES AND SHOPS.

Inspection Duty.	Number of Visits.	Type of Premises.	Number of Visits.
1. Registration	7,166	NOTE.—This is a dissection of the figures appearing on the left on the basis indicated above :	
2. Complete Inspection	474	Factory	41,649
3. Factory Standards	17,249	Shop	5,468
4. Safety	15,592	Farm	384
5. Industrial Relations	12,276	Other	11,338
6. Other	6,082		
Total	58,839	Total	58,839

PART II.—TRADING INSPECTORS.

Inspection Duty.	Number of Visits.
Shop Trading	6,788
Bread Carting	1,121
Shop and Factory Registration	10,654
Other	811
Total Visits and Interviews	19,374

PART III.—INSPECTIONS OF BOILERS AND PRESSURE VESSELS.

Type of Equipment Inspected.	Field Inspection.	First Inspection.	Inspections Pending.
Steam Boilers	2,360	210	83
Unfired Pressure Vessels	5,273	833	3,340
Air/Gas Receivers	3,672	13,632	9,457
Sub-total	11,305	14,675	12,880
Total	25,980		

PART IV.—INSPECTIONS OF LIFTS AND CRANES.

Field Inspections—

Lifts—All Types	4,280
Cranes—(including Conveyors)	6,510
Total	10,790

TABLE VI.—STAFF EMPLOYED IN THE DEPARTMENT SUBJECT TO THE PUBLIC SERVICE ACT AT 31ST DECEMBER, 1974.

Classification.	Males.	Females.	Total.
Permanent Officers—			
First Division	1	..	1
Administrative Division	143	15	158
Professional Division	7	..	7
Technical and General Division	137	27	164
Temporary employees	11	28	39
Totals	299	70	369

TABLE VII.—DEPARTMENTAL EXPENDITURE AND REVENUE, 1973–74.

Expenditure.*	\$	Revenue.	\$
1. Salaries and Overtime—Staff	2,659,106 ¹	1. Fees—Registration or Inspection of Factories and Shops, Lifts, Boilers, &c. ..	2,057,329
2. Travelling Expenses—Staff	121,154	2. Sundries	276,002 ³
3. Members' Salaries, Fees and Expenses—Wages Boards, Industrial Appeals Court, Apprenticeship Commission, Industrial Safety Advisory Council, Board of Examiners under the Boilers and Pressure Vessels Act 1970 and Consumer Affairs Council ..	44,612		
4. Stores, Printing, Postage, Telephones, &c. ..	284,439 ²		
5. Subsidies Paid to Country Apprentices ..	139,179		
Total	3,248,490	Total	2,333,331

NOTES.—(1) Includes payments in lieu of long service leave and retiring gratuities (\$36,589).

(2) Includes cost of printing Determinations (\$90,492) chargeable to the Department.

(3) Excludes repayments to credit of Votes (\$5,680) and Treasury Trust Fund (\$1,601) but includes \$233,698 for new item : Issue of Certificates of Competency in the Lifts and Cranes Branch.

*Grant to Inter Church Trade and Industry Mission (Victorian) not included in Expenditure.

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